United Nations ST/SGB/2006/1

Secretariat

1 January 2006

Secretary-General's bulletin

Amendments to the 100 Series of the Staff Rules (ST/SGB/2002/1)

The Secretary-General, pursuant to staff regulations 12.2, 12.3 and 12.4 and staff rule 112.2 (a), hereby promulgates the text of the amendments to the 100 Series of the Staff Rules promulgated in Secretary-General's bulletin ST/SGB/2002/1. The text of the amendments is attached to the present bulletin.

Section 1
Purpose

1.1 The text of the Staff Rules listed below is amended for the reasons set out below in relation to each rule:

(a) Rule 105.1 (c), Annual leave, is amended to establish a new annual leave cycle from 1 April through 31 March;

(b) Rule 106.2 (c), Sick leave, is amended to align the cycle used for the recording of sick leave with the new annual leave cycle and to ensure consistency with rule 106.3 by deleting a reference to paternity leave;

(c) Rule 106.3 (b) and (e), Maternity and paternity leave (new title), are amended to reflect the new entitlement to paternity leave;

(d) Rule 109.10 (a) (i), Last day for pay purposes, is amended to ensure consistency with rule 106.3 by including a reference to paternity leave;

(e) Rule 111.2 (a), Appeals, is amended to provide that staff wishing to appeal an administrative decision shall submit to the executive head of their department, office, fund or programme a copy of the letter addressed to the Secretary-General requesting a review of the case;

1.2 Attached for insertion in the printed copy of ST/SGB/2002/1 are the new pages containing the amendments to the Staff Rules and the changes in the Staff Regulations and their annexes, and in the appendices to the Staff Rules.

Section 2
Final provisions

2.1 Unless otherwise indicated, the amendments introduced in the present bulletin shall enter into force on 1 January 2006.

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2.2 The following bulletins are hereby abolished:

- ST/SGB/2005/6, entitled "Amendments to staff rule 106.2"
- ST/SGB/2005/14 and Corr.1 and Corr.2, entitled "Amendments to staff rules 106.2, 106.3, 109.10, 206.3 and 206.7"

(*Signed*) Kofi A. **Annan**
Secretary-General

CHARTER OF THE UNITED NATIONS

Provisions relating to service of the staff

Article 8

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs.

Article 97

The Secretariat shall comprise a Secretary-General and such staff as the Organization may require. The Secretary-General shall be appointed by the General Assembly upon the recommendation of the Security Council. He shall be the chief administrative officer of the Organization.

Article 100

1. In the performance of their duties the Secretary-General and the staff shall not seek or receive instructions from any Government or from any other authority external to the Organization. They shall refrain from any action which might reflect on their position as international officials responsible only to the Organization.

2. Each Member of the United Nations undertakes to respect the exclusively international character of the responsibilities of the Secretary-General and the staff and not to seek to influence them in the discharge of their responsibilities.

Article 101

1. The staff shall be appointed by the Secretary-General under regulations established by the General Assembly.

2. Appropriate staff shall be permanently assigned to the Economic and Social Council, the Trusteeship Council, and, as required, to other organs of the United Nations. These staff shall form a part of the Secretariat.

3. The paramount consideration in the employment of the staff and in the determination of the conditions of service shall be the necessity of securing the highest standards of efficiency, competence and integrity. Due regard shall be paid to the importance of recruiting the staff on as wide a geographical basis as possible.

Article 105

1. The Organization shall enjoy in the territory of each of its Members such privileges and immunities as are necessary for the fulfilment of its purposes.

2. Representatives of the Members of the United Nations and officials of the Organization shall similarly enjoy such privileges and immunities as are necessary for the independent exercise of their functions in connection with the Organization.

3. The General Assembly may make recommendations with a view to determining the details of the application of paragraphs 1 and 2 of this Article or may propose conventions to the Members of the United Nations for this purpose.

* * *

The General Assembly established the Staff Regulations of the United Nations according to Article 101 of the Charter by resolution 590 (VI) of 2 February 1952 and amended them thereafter by resolutions 781 (VIII) and 782 (VIII) of 9 December 1953, resolution 882 (IX) of 14 December 1954, resolution 887 (IX) of 17 December 1954, resolution 974 (X) of 15 December 1955, resolution 1095 (XI) of 27 February 1957, resolutions 1225 (XII) and 1234 (XII) of 14 December 1957, resolution 1295 (XIII) of 5 December 1958, resolution 1658 (XVI) of 28 November 1961, resolution 1730 (XVI) of 20 December 1961, resolution 1929 (XVIII) of 11 December 1963, resolution 2050 (XX) of 13 December 1965, resolution 2121 (XX) of 21 December 1965, resolution 2369 (XXII) of 19 December 1967, resolutions 2481 (XXIII) and 2485 (XXIII) of 21 December 1968, resolution 2742 (XXV) of 17 December 1970, resolution 2888 (XXVI) of 21 December 1971, resolution 2990 (XXVII) of 15 December 1972, resolution 3008 (XXVII) of 18 December 1972, resolution 3194 (XXVIII) of 18 December 1973, resolutions 3353 (XXIX) and 3358 B (XXIX) of 18 December 1974, resolution 31/141 B of 17 December 1976, resolution 32/200 and decision 32/450 B of 21 December 1977, resolution 33/119 of 19 December 1978, decision 33/433 of 20 December 1978, resolution 35/214 of 17 December 1980, decision 36/459 of 18 December 1981, resolution 37/126 of 17 December 1982, resolution 37/235 C of 21 December 1982, resolution 39/69 of 13 December 1984, resolutions 39/236 and 39/245 of 18 December 1984, decision 40/467 of 18 December 1985, resolutions 41/207 and 41/209 of 11 December 1986, resolutions 42/221 and 42/225 of 21 December 1987, resolution 43/226 of 21 December 1988, resolution 44/185 of 19 December 1989, resolution 44/198 of 21 December 1989, resolutions 45/241 and 45/251 of 21 December 1990, resolution 45/259 of 3 May 1991, resolution 46/191 of 20 December 1991, resolution 47/216 of 12 March 1993, resolution 47/226 of 30 April 1993, resolutions 48/224 and 48/225 of 23 December 1993, resolutions 49/222 and 49/223 of 23 December 1994, resolution 49/241 of 6 April 1995, resolution 51/216 of 18 December 1996, resolution 52/252 of 8 September 1998, resolution 53/209 of 18 December 1998, resolution 53/221 of 7 April 1999, resolution 54/238 and decision 54/460 of 23 December 1999, resolution 55/223 of 23 December 2000, resolution 55/258 of 14 June 2001, resolution 56/244 of 24 December 2001, resolution 57/285 of 20 December 2002, resolution 57/307 of 15 April 2003 and resolution 57/310 of 18 June 2003; resolution 58/285 of 8 April 2004; resolution 59/268 of 23 December 2004; resolution 59/283 of 13 April 2005; and resolution 60/238 and 60/248 of 23 December 2005.

Honours, gifts or remuneration

(j) No staff member shall accept any honour, decoration, favour, gift or remuneration from any Government.

(k) If refusal of an unanticipated honour, decoration, favour or gift from a Government would cause embarrassment to the Organization, the staff member may receive it on behalf of the Organization and then report and entrust it to the Secretary-General, who will either retain it for the Organization or arrange for its disposal for the benefit of the Organization or for a charitable purpose.

(l) No staff member shall accept any honour, decoration, favour, gift or remuneration from any non-governmental source without first obtaining the approval of the Secretary-General.

Conflict of interest

(m) Staff members shall not be actively associated with the management of, or hold a financial interest in, any profit-making, business or other concern, if it were possible for the staff member or the profit-making, business or other concern to benefit from such association or financial interest by reason of his or her position with the United Nations.

(n) All staff members at the D-1 or L-6 level and above shall be required to file financial disclosure statements on appointment and at intervals thereafter as prescribed by the Secretary-General, in respect of themselves, their spouses and their dependent children, and to assist the Secretary-General in verifying the accuracy of the information submitted when so requested. The financial disclosure statements shall include certification that the assets and economic activities of the staff members, their spouses and their dependent children do not pose a conflict of interest with their official duties or the interests of the United Nations. The financial disclosure statements will remain confidential and will only be used, as prescribed by the Secretary-General, in making determinations pursuant to staff regulation 1.2 (m). The Secretary-General may require other staff to file financial disclosure statements as he or she deems necessary in the interest of the Organization.

Outside employment and activities

(o) Staff members shall not engage in any outside occupation or employment, whether remunerated or not, without the approval of the Secretary-General.

(p) The Secretary-General may authorize staff members to engage in an outside occupation or employment, whether remunerated or not, if:

(i) The outside occupation or employment does not conflict with the staff member's official functions or the status of an international civil servant;

(ii) The outside occupation or employment is not against the interest of the United Nations; and

(iii) The outside occupation or employment is permitted by local law at the duty station or where the occupation or employment occurs.

Use of property and assets

(q) Staff members shall use the property and assets of the Organization only for official purposes and shall exercise reasonable care when utilizing such property and assets.

(r) Staff members must respond fully to requests for information from staff members and other officials of the Organization authorized to investigate the possible misuse of funds, waste or abuse.

Regulation 1.3

Performance of staff

(a) Staff members are accountable to the Secretary-General for the proper discharge of their functions. Staff members are required to uphold the highest standards of efficiency, competence and integrity in the discharge of their functions, and their performance will be appraised periodically to ensure that the required standards of performance are met.

(b) The whole time of staff members shall be at the disposal of the Secretary-General for the performance of official functions; however, the Secretary-General shall establish a normal working week and shall establish official holidays for each duty station. Exceptions may be made by the Secretary-General as the needs of the service may require, and staff members shall be required to work beyond the normal tour of duty when requested to do so.

(b) (i) The assessment shall be calculated at the following rates for staff members whose salary rates are set forth in paragraphs 1 and 3 of annex I to the present Regulations:

Assessment

Total assessable payments (United States dollars)	*Staff assessment rates for purposes of pensionable remuneration and pensions (percentage)*
Up to 20,000 per year	11
20,001 to 40,000 per year	18
40,001 to 60,000 per year	25
60,001 and above per year	30

Staff assessment rates used in conjunction with gross base salaries
(effective 1 January 2006)

A. Staff assessment rates for staff members with dependants:

Assessable payments (United States dollars)	*Staff assessment rates for those with a dependent spouse or dependent child (percentage)*
First 50,000 per year	19
Next 50,000 per year	28
Next 50,000 per year	32
Remaining assessable payments	35

B. Staff assessment for staff members without dependants:

Staff assessment amounts for those with neither a dependent spouse nor a dependent child would be equal to the differences between the gross salaries at different grades and steps and the corresponding net salaries at the single rate;

(ii) The assessment shall be calculated at the following rates for staff members whose salary rates are established under paragraph 6 of annex I to the present Regulations:

Total assessable paymenis (United States dollars)	*Assessment (percentage)*
Up to 20,000 per year	19
20,001 to 40,000 per year	23
40,001 to 60,000 per year	26
60,001 and above per year	31

(iii) The Secretary-General shall determine which of the scales of assessment set out in subparagraphs (i) and (ii) above shall apply to each of the groups of personnel whose salary rates are established under paragraph 5 of annex I to the present Regulations;

(iv) In the case of staff members whose salary scales are established in currencies other than United States dollars, the relevant amounts to which the assessment applies shall be fixed at the local currency equivalent of the above-mentioned dollar amounts at the time the salary scales of the staff member concerned are approved.

(c) In the case of a person who is not employed by the United Nations for the whole of a calendar year or in cases where there is a change in the annual rate of payments made to a staff member, the rate of assessment shall be governed by the annual rate of each such payment made to him or her.

(d) The assessment computed under the foregoing provisions of the present regulation shall be collected by the United Nations by withholding it from payments. No part of the assessment so collected shall be refunded because of cessation of employment during the calendar year.

(e) Revenue derived from staff assessment not otherwise disposed of by specific resolution of the General Assembly shall be credited to the Tax Equalization Fund established by General Assembly resolution 973 A (X).

(f) Where a staff member is subject both to staff assessment under this plan and to national income taxation in respect of the salaries and emoluments paid to him or her by the United Nations, the Secretary-General is authorized to refund to him or her the amount of staff assessment collected from him or her provided that:

(i) The amount of such refund shall in no case exceed the amount of his or her income taxes paid and payable in respect of his or her United Nations income;

(ii) If the amount of such income taxes exceeds the amount of staff assessment, the Secretary-General may also pay to the staff member the amount of such excess:

(iii) Payments made in accordance with the provisions of the present regulation shall be charged to the Tax Equalization Fund;

(iv) A payment under the conditions prescribed in the three preceding subparagraphs is authorized in respect of dependency benefits and post adjustments, which are not subject to staff assessment but may be subject to national income taxation.

Article V

ANNUAL AND SPECIAL LEAVE

Regulation 5.1

Staff members shall be allowed appropriate annual leave.

Regulation 5.2

Special leave may be authorized by the Secretary-General in exceptional cases.

Regulation 5.3

Eligible staff members shall be granted home leave once in every two years. However, in the case of designated duty stations having very difficult conditions of life and work, eligible staff members shall be granted home leave once in every twelve months. A staff member whose home country is either the country of his or her official duty station or the country of his or her normal residence while in United Nations service shall not be eligible for home leave.

Chapter V

ANNUAL AND SPECIAL LEAVE

Rule 105.1

Annual leave

(a) Staff members shall accrue annual leave while in full pay status at the rate of six weeks a year, subject to the provisions of paragraph (f) below and of rule 105.2 (c). No leave shall accrue while a staff member is receiving compensation equivalent to salary and allowances under rule 106.4.

(b) (i) Annual leave may be taken in units of days and half-days;

(ii) Leave may be taken only when authorized. If a staff member is absent from work without authorization, payment of salary and allowances shall cease for the period of unauthorized absence. However, if, in the opinion of the Secretary-General, the absence was caused by reasons beyond the staff member's control and the staff member has accrued annual leave, the absence will be charged to that leave;

(iii) All arrangements as to leave shall be subject to the exigencies of service, which may require that leave be taken by a staff member during a period designated by the Secretary-General. The personal circumstances and preferences of the individual staff member shall, as far as possible, be considered.

(c) Annual leave may be accumulated, provided that not more than twelve weeks of such leave shall be carried forward beyond 1 April of any year or such other date as the Secretary-General may set for a duty station. However, upon completion of service with a mission (so designated for this purpose by the Secretary-General), any accumulation of annual leave which otherwise would have become subject to forfeiture during the mission service, or within two months thereafter, may be utilized to cover all or part of an authorized period of post-mission leave. Any such leave which is not so utilized within four months following departure from the mission area shall be forfeited.

(d) (Cancelled)

(e) A staff member may, in exceptional circumstances, be granted advance annual leave up to a maximum of two weeks, provided that his or her service is expected to continue for a period beyond that necessary to accrue the leave so advanced.

(f) The Secretary-General shall set the terms and conditions under which annual leave may be allowed to staff members recruited specifically for service with a mission from within the general area of the mission and notify the staff of these terms and conditions. These terms and conditions will be set with due regard to local practices in the area of the mission concerned.

Rule 105.2

Special leave

(a) (i) Special leave may be granted at the request of a staff member for advanced study or research in the interest of the United Nations, in cases of extended illness, for child care or for other important reasons for such period as the Secretary-General may

a. A country other than the country of nationality as the home country, for the purposes of this rule. A staff member requesting such authorization will be required to satisfy the Secretary-General that the staff member maintained normal residence in such other country for a prolonged period preceding his or her appointment, that the staff member continues to have close family and personal ties in that country and that the staff member's taking home leave there would not be inconsistent with the purposes and intent of staff regulation 5.3.

b. Travel in a particular home leave year to a country other than the home country, subject to conditions established by the Secretary-General. In such a case, the travel expenses borne by the United Nations shall not exceed the cost of travel to the home country.

(e) (i) Except in the case of staff members serving on probationary appointment, a staff member's first home leave shall fall due in the calendar year in which the staff member completes two years of qualifying service. A staff member appointed on a probationary basis shall not be entitled to the first home leave until he or she has been granted a permanent appointment or an extension of probationary period; however, if the Secretary-General considers that it will not be possible for such a decision to be made within six months after completion of two years' service, he or she may be granted home leave subject to the other conditions of this rule.

(ii) Home leave may be taken, subject to the exigencies of service and to the provisions in subparagraph (i) above in respect of probationary appointment, any time during the calendar year in which it falls due.

(f) In exceptional circumstances, a staff member may be granted advanced home leave, provided that normally not less than twelve months of qualifying service have been completed or that normally not less than twelve months of qualifying service have elapsed since the date of return from his or her last home leave. The granting of advanced home leave shall not advance the calendar year in which the next home leave falls due. The granting of advanced home leave shall be subject to the conditions for the entitlement being subsequently met. If these conditions are not met, the staff member will be required to reimburse the costs paid by the Organization for the advanced travel.

(g) If a staff member delays taking his or her home leave beyond the calendar year in which it falls due, such delayed leave may be taken without altering the time of his or her next and succeeding home leave entitlements, provided that normally not less than twelve months of qualifying service elapse between the date of the staff member's return from the delayed home leave and the date of his or her next home leave departure.

(h) A staff member may be required to take his or her home leave in conjunction with travel on official business or change of official duty station, due regard being paid to the interests of the staff member and his or her family.

(i) Subject to the conditions specified in chapter VII of these Rules, a staff member shall be entitled to claim, in respect of authorized travel on home leave, travel time and expenses for himself or herself and eligible family members for the outward and return journeys between the official duty station and the place of home leave.

(j) Travel of eligible family members shall be in conjunction with the approved home leave of the staff member, provided that exceptions may be granted if the exigencies of the service or other special circumstances prevent the staff member and his or her family members from travelling together.

(k) If both husband and wife are staff members who are eligible for home leave, and taking into account rule 104.10 (d), each staff member shall have the choice either of exercising his or her own home leave entitlement or of accompanying the spouse. A staff member who chooses to accompany his or her spouse shall be granted travel time appropriate to the travel involved. Dependent children whose parents are staff members, each of whom is entitled to home leave, may accompany either parent. The frequency of travel shall not exceed the established periodicity of the home leave both with regard to staff members and to their dependent children, if any.

(l) A staff member travelling on home leave shall be required to spend no less than seven days, exclusive of travel time, in his or her home country. The Secretary-General may request a staff member, on his or her return from home leave, to furnish satisfactory evidence that this requirement has been fully met.

(m) Under the terms and conditions established by the Secretary-General, eligible staff members serving at designated duty stations having very difficult conditions of life and work shall be granted home leave once in every twelve months.

Article VI

SOCIAL SECURITY

Regulation 6.1

Provision shall be made for the participation of staff members in the United Nations Joint Staff Pension Fund in accordance with the regulations of that Fund.

Regulations 6.2

The Secretary-General shall establish a scheme of social security for the staff, including provisions for health protection, sick leave and maternity leave, and reasonable compensation in the event of illness, accident or death attributable to the performance of official duties on behalf of the United Nations.

Chapter VI

SOCIAL SECURITY

Rule 106.1

Participation in the Pension Fund

Staff members whose appointments are for six months or longer or who complete six months of service under shorter appointments without an interruption of more than thirty days shall become participants in the United Nations Joint Staff Pension Fund, provided that participation is not excluded by their letters of appointment.

Rule 106.2

Sick leave

(a) Staff members who are unable to perform their duties by reason of illness or injury or whose attendance at work is prevented by public health requirements will be granted sick leave. All sick leave must be approved on behalf of, and under conditions established by, the Secretary-General.

Maximum entitlement

(b) A staff member's maximum entitlement to sick leave shall be determined by the nature and duration of his or her appointment in accordance with the following provisions:

(i) A staff member who holds a fixed-term appointment of less than one year shall be granted sick leave at the rate of two working days per month of contractual service;

(ii) A staff member who holds a probationary appointment or a fixed-term appointment of one year or longer but less than three years shall be granted sick leave of up to three months on full salary and three months on half salary in any period of twelve consecutive months;

(iii) A staff member who holds a permanent or indefinite appointment, a fixed-term appointment for three years or who has completed three years of continuous service shall be granted sick leave of up to nine months on full salary and nine months on half salary in any period of four consecutive years.

Uncertified sick leave

(c) A staff member may take uncertified sick leave of not more than three consecutive working days at a time, for up to seven working days in an annual cycle starting on 1 April of each year, when incapacitated for the performance of his or her duties by illness or injury. Part or all of this entitlement may be used to attend to family-related emergencies, in which case the limitation of three consecutive working days shall not apply.

Certified sick leave

(d) Sick leave taken by a staff member in excess of the limits set in paragraph (c) above requires approval in accordance with conditions established by the Secretary-General. When those conditions are not met, the absence shall be treated as unauthorized in accordance with rule 105.1(b)(ii).

Sick leave during annual leave

(e) When sickness of more than five consecutive working days occurs while a staff member is on annual leave, including home leave, sick leave may be approved subject to appropriate medical certification.

Obligations of staff members

(f) Staff members shall inform their supervisors as soon as possible of absences due to illness or injury. They shall promptly submit any medical certificate or medical report required under conditions to be specified by the Secretary-General.

(g) A staff member may be required at any time to submit a medical report as to his or her condition or to undergo a medical examination by the United Nations medical services or a medical practitioner designated by the Medical Director. When, in the opinion of the Medical Director, a medical condition impairs a staff member's ability to perform his or her functions, the staff member may be directed not to attend the office and requested to seek treatment from a duly qualified medical practitioner. The staff member shall comply promptly with any direction or request under this rule.

(h) A staff member shall immediately notify a United Nations medical officer of any case of contagious disease occurring in his or her household or of any quarantine order affecting the household. In such a case, or in the case of any other condition which may affect the health of others, the Medical Director shall decide whether the staff member should be excused from attendance at the office. If so, the staff member shall receive full salary and other emoluments for the period of authorized absence.

(i) A staff member shall not, while on sick leave, leave the duty station without the prior approval of the Secretary-General.

Review of decisions relating to sick leave

(j) Where further sick leave is refused or the unused portion of sick leave is withdrawn because the Secretary-General is satisfied that the staff member is able to return to duty and the staff member disputes the decision, the matter shall be referred, at his or her request, to an independent practitioner acceptable to both the Medical Director and the staff member or to a medical board.

(k) The medical board shall be composed of:

(i) A medical practitioner selected by the staff member;

(ii) The United Nations Medical Director or a medical practitioner designated by the Medical Director; and

(iii) A third medical practitioner, who shall be selected by agreement between the other two members and who shall not be a medical officer of the United Nations.

Rule 106.3

Maternity and paternity leave

(a) A staff member shall be entitled to maternity leave in accordance with the following provisions:

(i) The leave shall extend for a total period of sixteen weeks from the time it is granted, except as provided in subparagraph (iii) below;

(ii) The leave shall commence six weeks prior to the anticipated date of birth upon production of a certificate from a duly qualified medical practitioner or midwife indicating the anticipated date of birth. However, at the staff member's request and upon production of a certificate from a duly qualified medical practitioner or midwife indicating that she is fit to continue working, the absence may be permitted to commence less than six weeks but normally not less than two weeks before the anticipated date of birth. The pre-delivery leave shall extend to the actual date of birth;

(iii) The post-delivery leave shall extend for a period equivalent to the difference between sixteen weeks and the actual period of pre-delivery leave, subject to a minimum of ten weeks. However, the staff member, on request, may be permitted to return to work after the lapse of a minimum period of six weeks following delivery;

(iv) The staff member shall receive maternity leave with full pay for the entire duration of her absence under subparagraphs (ii) and (iii) above.

(b) Subject to conditions established by the Secretary-General, a staff member shall be entitled to paternity leave in accordance with the following provisions:

(i) The leave shall be granted for a total period of up to four weeks or, in the case of internationally recruited staff members serving at a non-family duty station, up to eight weeks. In exceptional circumstances, leave shall be granted for a total period of up to eight weeks;

(ii) The leave may be taken either continuously or in separate periods during the year following the birth of the child, provided it is completed during that year;

(iii) The staff member shall receive paternity leave with full pay for the entire duration of his absence.

(c) Sick leave shall not normally be granted for maternity cases except where serious complications arise.

(d) (Cancelled)

(e) Annual leave shall accrue during the period of maternity leave or paternity leave.

(f) (Cancelled)

Rule 106.4

Compensation for death, injury or illness attributable to service

Staff members shall be entitled to compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations, in accordance with the rules set forth in appendix D to these Rules.

Rule 106.5

Compensation for loss or damage to personal effects attributable to service

Staff members shall be entitled, within the limits and under terms and conditions established by the Secretary-General, to reasonable compensation in the event of loss or damage to their personal effects determined to be directly attributable to the performance of official duties on behalf of the United Nations.

Rule 106.6

Medical Insurance

Staff members may be required to participate in a United Nations medical insurance scheme under conditions established by the Secretary-General.

Article VII

TRAVEL AND REMOVAL EXPENSES

Regulation 7.1

Subject to conditions and definitions prescribed by the Secretary-General, the United Nations shall in appropriate cases pay the travel expenses of a staff member, their spouses and dependent children.

Regulation 7.2

Subject to conditions and definitions prescribed by the Secretary-General, the United Nations shall pay removal costs for staff members.

b. In respect of staff in receipt of non-resident's allowance under rule 103.5 (d), such non-resident's allowance,

less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (ii) applied to the gross salary alone.

Rule 109.9

Restitution of advance annual and sick leave

On separation, a staff member who has taken advance annual or sick leave beyond that which he or she has subsequently accrued shall make restitution for such advance leave by means of a cash refund or an offset against moneys due to the staff member from the United Nations, equivalent to the remuneration received, including allowances and other payments, in respect of the advance leave period. The Secretary-General may waive this requirement if in his or her opinion there are exceptional or compelling reasons for so doing.

Rule 109.10

Last day for pay purposes

(a) When a staff member is separated from service, the date on which entitlement to salary, allowances and benefits shall cease shall be determined according to the following provisions:

(i) On resignation, the date shall be either the date of expiration of the notice period under rule 109.2 or such other date as the Secretary-General accepts. Staff members will be expected to perform their duties during the period of notice of resignation, except when the resignation takes effect upon the completion of maternity or paternity leave or following sick or special leave. Annual leave will be granted during the notice of resignation only for brief periods;

(ii) On expiration of a fixed-term appointment, the date shall be the date specified in the letter of appointment;

(iii) On termination, the date shall be the date provided in the notice of termination;

(iv) On retirement, the date shall be the date approved by the Secretary-General for retirement;

(v) In the case of summary dismissal, the date shall be the date of dismissal;

(vi) In the case of death, the date on which entitlement to salary, allowances and benefits shall cease shall be the date of death, unless there is a surviving spouse or dependent child. In this event, the date shall be determined in accordance with the following schedule:

Completed years of service in the Secretariat (as defined in rule 109.4)	*Months of extension beyond date of death*
3 or less	3
4	4
5	5
6	6
7	7
8	8
9 or more	9

Payment related to the period of extension beyond the date of death may be made in a lump sum as soon as the pay accounts and related matters can be closed. Such payment shall be made only to the surviving spouse and dependent children. For staff in the Professional and higher categories, the payment shall be calculated on the basis of the staff member's gross salary less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (i). For staff in the Field Service category, the payment shall be calculated on the basis of the staff member's gross salary, less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (i), plus language allowance, if any. For staff in the General Service and related categories, the payment shall be calculated on the basis of the staff member's gross salary, including:

a. Language allowance, if any; and

b. In respect of staff in receipt of non-resident's allowance under rule 103.5 (d), such non-resident's allowance,

less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (ii) applied to the gross salary alone. All other entitlements and accrual of benefits shall cease as of the date of death, except as provided by staff rule 103.20 (g) for payment of education grant when the staff member dies while in service after the beginning of the school year.

(b) When an internationally recruited staff member has an entitlement to return travel under rule 107.1 (a) (vi), this shall not affect the determination of the last day for pay purposes in accordance with the provisions of paragraph (a) above. In the case of resignation, expiration of fixed-term appointment, termination or retirement, the staff member shall be paid, on separation, an additional amount for days of authorized travel estimated on the basis of uninterrupted travel by an approved route and mode from the duty station to the place of entitlement to return travel. Such amount shall be calculated as is done for commutation of accrued annual leave under staff rule 109.8.

Rule 109.11

Certification of service

Any staff member who so requests shall, on leaving the service of the United Nations, be given a statement relating to the nature of his or her duties and the length of service. On the staff member's written request, the statement shall also refer to the quality of his or her work and his or her official conduct.

Article X

DISCIPLINARY MEASURES

Regulation 10.1

The Secretary-General may establish administrative machinery with staff participation which will be available to advise him or her in disciplinary cases.

Regulation 10.2

The Secretary-General may impose disciplinary measures on staff members whose conduct is unsatisfactory.

Sexual exploitation and sexual abuse constitute serious misconduct.

The Secretary-General may summarily dismiss a member of the staff for serious misconduct.

Chapter X

DISCIPLINARY MEASURES AND PROCEDURES

Rule 110.1

Misconduct

Failure by a staff member to comply with his or her obligations under the Charter of the United Nations, the Staff Regulations and Staff Rules or other relevant administrative issuances, or to observe the standards of conduct expected of an international civil servant, may amount to unsatisfactory conduct within the meaning of staff regulation 10.2, leading to the institution of disciplinary proceedings and the imposition of disciplinary measures for misconduct.

Rule 110.2

Suspension during investigation and disciplinary proceedings

(a) If a charge of misconduct is made against a staff member and the Secretary-General so decides, the staff member may be suspended from duty during the investigation and pending completion of disciplinary proceedings for a period which should normally not exceed three months. Such suspension shall be with pay unless, in exceptional circumstances, the Secretary-General decides that suspension without pay is appropriate. The suspension shall be without prejudice to the rights of the staff member and shall not constitute a disciplinary measure.

(b) A staff member suspended pursuant to paragraph (a) shall be given a written statement of the reason for the suspension and its probable duration.

(c) If a suspension pursuant to paragraph (a) is without pay and the charge of misconduct is subsequently not sustained, any salary withheld shall be restored.

Rule 110.3

Disciplinary measures

(a) Disciplinary measures may take one or more of the following forms:

(i) Written censure by the Secretary-General;

(ii) Loss of one or more steps in grade;

(iii) Deferment, for a specified period, of eligibility for within-grade increment;

(iv) Suspension without pay;

(v) Fine;

(vi) Demotion;

Chapter XI

GENERAL PROVISIONS

Rule 111.1

Establishment

(a) Joint appeals boards shall be established in New York, Geneva, Vienna and Nairobi and at such other duty stations as may be designated by the Secretary-General to consider and advise the Secretary-General regarding appeals filed under the terms of staff regulation 11.1.

(b) Each Joint Appeals Board shall be composed of:

(i) Chairpersons appointed by the Secretary-General after selection by the joint staff-management machinery in respect of the staff representative body or bodies at the duty station at which the Board is established;

(ii) Members appointed by the Secretary-General;

(iii) An equal number of members elected by ballot of the staff under the jurisdiction of the Board.

The number of chairpersons and members of each Board shall be determined by the Secretary-General upon recommendation of the joint staff-management machinery in respect of the staff representative body or bodies at the duty station at which the Board is established.

(c) The chairpersons and members of the Joint Appeals Board shall be appointed or elected for two years, shall be eligible for reappointment or re-election and shall remain in office until their successors are appointed or elected.

(d) A chairperson may be removed from a Joint Appeals Board by the Secretary-General upon recommendation of the joint staff-management machinery in respect of the staff representative body or bodies of the duty station at which the Board is established. The members appointed by the Secretary-General may be removed by him or her. The members elected by the staff may be recalled by a majority vote of the staff under the jurisdiction of the Board concerned, taken at the initiative of any staff representative body at the duty station at which that Board is established.

(e) Each Joint Appeals Board shall establish its own rules of procedure, which shall specify how its presiding officer and, where necessary, any alternate presiding officers shall be selected from among the chairpersons.

(f) Each Joint Appeals Board may, by a majority vote of all its chairpersons and members, recommend to the Secretary-General changes in the present chapter of the Staff Rules.

(g) The secretariat of each Joint Appeals Board shall consist of a secretary and such other staff as may be required for its proper functioning.

Rule 111.2

Appeals

(a) A staff member wishing to appeal an administrative decision pursuant to staff regulation 11.1 shall, as a first step, address a letter to the Secretary-General requesting that the administrative decision be reviewed; such letter must be sent within two months from the date the staff member received notification of the decision in writing. The staff member shall submit a copy of the letter to the executive head of his or her department, office, fund or programme.

(i) If the Secretary-General replies to the staff member's letter, he or she may appeal against the answer within one month of the receipt of such reply;

(ii) If the Secretary-General does not reply to the letter within one month in respect of a staff member stationed in New York or within two months in respect of a staff member stationed elsewhere, the staff member may appeal against the original administrative decision within one month of the expiration of the time limit specified in this subparagraph for the Secretary-General's reply.

(b) At any time after a request for review has been submitted, but before a panel of the Joint Appeals Board has been constituted to hear an appeal, conciliation may be sought on the issues involved at the initiative of the Secretary-General, the staff member or the presiding officer of the Joint Appeals Board. The presiding officer shall refer the matter for that purpose to a chairperson or member of the Joint Appeals Board. This procedure is without prejudice to the right of the staff member to pursue an appeal under the provisions of this rule if the issues cannot be resolved through conciliation.

(c) Neither a request for administrative review under paragraph (a) above nor the filing of an appeal under paragraph (d) below shall have the effect of suspending action on the contested decision.

(i) However, the staff member concerned may request a suspension of action on such decision by writing to the Secretary of the appropriate Joint Appeals Board under paragraph (d) below. The request shall set forth the relevant facts and indicate how implementation would directly and irreparably injure the staff member's rights;

(ii) Upon receipt of such a request, a panel of the Board shall be promptly constituted and shall act expeditiously. If the panel, after considering the views of both parties, determines that the decision has not been implemented and that its implementation would result in irreparable injury to the appellant, it may recommend to the Secretary-General the suspension of action on that decision:

a. Until the time limits specified in subparagraph (a) (i) or (ii) have passed without an appeal having been filed; or

b. If an appeal is filed, until a decision on the appeal is taken;

(iii) The Secretary-General's decision on such a recommendation is not subject to appeal.

(d) An appeal pursuant to paragraph (a) or a request for suspension of action pursuant to paragraph (c) above shall be filed with the Secretary of the appropriate Joint Appeals Board, to be determined as follows:

ANNEXES TO THE STAFF REGULATIONS

Annex I

SALARY SCALES AND RELATED PROVISIONS

1. The Secretary-General shall establish the salary of the Administrator of the United Nations Development Programme and the salaries of United Nations officials in the Director category and above, in accordance with amounts determined by the General Assembly, subject to the staff assessment plan provided in staff regulation 3.3 and to post adjustments wherever applied. If otherwise eligible, they shall receive the allowances that are available to staff members generally.

2. The Secretary-General is authorized, on the basis of appropriate justification and/or reporting, to make additional payments to United Nations officials in the Director category and above to compensate for such special costs as may be reasonably incurred, in the interests of the Organization, in the performance of duties assigned to them by the Secretary-General. Similar additional payments in similar circumstances may be made to heads of offices away from Headquarters. The maximum total amount of such payments is to be determined in the programme budget by the General Assembly.

3. Except as provided in paragraph 5 of the present annex, the salary scales and the scales of post adjustment for staff members in the Professional and higher categories shall be as shown in the present annex.

4. Subject to satisfactory service, salary increments within the levels set forth in paragraph 3 of the present annex shall be awarded annually, except that any increments above step XI of the Associate Officer level, step XIII of the Second Officer level, step XII of the First Officer level, step X of the Senior Officer level and step IV of the Principal Officer level shall be preceded by two years at the previous step. The Secretary-General is authorized to reduce the interval between salary increments to ten months and twenty months, respectively, in the case of staff subject to geographical distribution who have an adequate and confirmed knowledge of a second official language of the United Nations.

5. The Secretary-General shall determine the salary rates to be paid to personnel specifically engaged for short-term missions and conference and other short-term service, to consultants, to Field Service personnel and to technical assistance experts.

6. The Secretary-General shall fix the salary scales for staff members in the General Service and related categories, normally on the basis of the best prevailing conditions of employment in the locality of the United Nations office concerned, provided that the Secretary-General may, where he or she deems it appropriate, establish rules and salary limits for payment of a non-resident allowance to General Service staff members recruited from outside the local area. The gross pensionable remuneration of such staff shall be determined in accordance with the methodology specified in article 54 (a) of the Regulations of the United Nations Joint Staff Pension Fund and are shown in the salary scales applicable to such staff.

7. The Secretary-General shall establish rules under which a language allowance may be paid to staff members in the General Service category who pass an appropriate test and demonstrate continued proficiency in the use of two or more official languages.

8. In order to preserve equivalent standards of living at different offices, the Secretary-General may adjust the basic salaries set forth in paragraphs 1 and 3 of the present annex by the application of non-pensionable post adjustments based on relative costs of living, standards of living and related factors at the office concerned as compared to New York. Such post adjustments shall not be subject to staff assessment.

9. No salary shall be paid to staff members in respect of periods of unauthorized absence from work unless such absence was caused by reasons beyond their control or duly certified medical reasons.

Salary scale for staff in the Professional and higher categories showing annual gross salaries and net equivalents after application of staff assessment

(United States dollars)

Effective 1 January 2006

Level		STEPS I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
USG	Gross	176 877														
	Net D	127 970														
	Net S	115 166														
ASG	Gross	160 574														
	Net D	117 373														
	Net S	106 285														
			*	*	*	*	*									
D-2	Gross	131 947	134 765	137 584	140 403	143 222	146 040									
	Net D	98 224	100 140	102 057	103 974	105 891	107 807									
	Net S	90 236	91 854	93 466	95 072	96 674	98 269									
						*	*	*	*	*						
D-1	Gross	120 487	122 962	125 435	127 910	130 385	132 859	135 334	137 809	140 282						
	Net D	90 431	92 114	93 796	95 479	97 162	98 844	100 527	102 210	103 892						
	Net S	83 587	85 050	86 509	87 965	89 418	90 867	92 312	93 755	95 194						
												*	*	*		
P-5	Gross	99 511	101 590	103 694	105 799	107 904	110 009	112 115	114 221	116 326	118 431	120 535	122 641	124 747		
	Net D	76 148	77 581	79 012	80 443	81 875	83 306	84 738	86 170	87 602	89 033	90 464	91 896	93 328		
	Net S	70 742	72 014	73 282	74 550	75 815	77 077	78 338	79 596	80 852	82 106	83 358	84 607	85 855		
														*	*	*
P-4	Gross	81 943	83 861	85 781	87 699	89 618	91 536	93 456	95 374	97 293	99 210	101 196	103 226	105 259	107 290	109 322
	Net D	63 499	64 880	66 262	67 643	69 025	70 406	71 788	73 169	74 551	75 931	77 313	78 694	80 076	81 457	82 839
	Net S	59 132	60 390	61 647	62 901	64 155	65 407	66 659	67 909	69 157	70 405	71 651	72 896	74 140	75 383	76 625
															*	*
P-3	Gross	66 881	68 656	70 435	72 207	73 986	75 761	77 535	79 314	81 090	82 865	84 643	86 417	88 194	89 969	91 746
	Net D	52 654	53 932	55 213	56 489	57 770	59 048	60 325	61 606	62 885	64 163	65 443	66 720	68 000	69 278	70 557
	Net S	49 149	50 325	51 503	52 678	53 856	55 030	56 206	57 383	58 558	59 734	60 906	62 079	63 250	64 422	65 594
													*			
P-2	Gross	54 382	55 972	57 560	59 149	60 738	62 325	63 914	65 500	67 090	68 681	70 267	71 858			
	Net D	43 655	44 800	45 943	47 087	48 231	49 374	50 518	51 660	52 805	53 950	55 092	56 238			
	Net S	40 947	41 985	43 020	44 057	45 092	46 130	47 184	48 234	49 289	50 341	51 392	52 447			
P-1	Gross	42 664	44 022	45 378	46 737	48 093	49 449	50 908	52 436	53 960	55 488					
	Net D	34 558	35 658	36 756	37 857	38 955	40 054	41 154	42 254	43 351	44 451					
	Net S	32 599	33 612	34 625	35 638	36 650	37 662	38 676	39 676	40 672	41 668					

D = Rate applicable to staff members with a dependent spouse or child.

S = Rate applicable to staff members with no dependent spouse or child.

* The normal qualifying period for in-grade movement between consecutive steps is one year, except at those steps marked with an asterisk for which a two-year period at the preceding step is required.

Annex II

LETTERS OF APPOINTMENT

(a) The letter of appointment shall state:

(i) That the appointment is subject to the provisions of the Staff Regulations and of the Staff Rules applicable to the category of appointment in question and to changes which may be duly made in such regulations and rules from time to time;

(ii) The nature of the appointment;

(iii) The date at which the staff member is required to enter upon his or her duties;

(iv) The period of appointment, the notice required to terminate it and period of probation, if any;

(v) The category, level, commencing rate of salary and, if increments are allowable, the scale of increments, and the maximum attainable;

(vi) Any special conditions which may be applicable.

(b) A copy of the Staff Regulations and the Staff Rules shall be transmitted to the staff member with the letter of appointment. In accepting appointment the staff member shall state that he or she has been acquainted with and accepts the conditions laid down in the Staff Regulations and in the Staff Rules.

(c) The letter of appointment of a staff member on secondment from government service signed by the staff member and by or on behalf of the Secretary-General, and relevant supporting documentation of the terms and conditions of secondment agreed to by the Member State and the staff member, shall be evidence of the existence and validity of secondment from government service to the Organization for the period stated in the letter of appointment.

Annex IV

REPATRIATION GRANT

In principle, the repatriation grant shall be payable to staff members whom the Organization is obligated to repatriate and who at the time of separation are residing, by virtue of their service with the United Nations, outside their country of nationality. The repatriation grant shall not, however, be paid to a staff member who is summarily dismissed. Eligible staff members shall be entitled to a repatriation grant only upon relocation outside the country of the duty station. Detailed conditions and definitions relating to eligibility and requisite evidence of relocation shall be determined by the Secretary-General.

	Staff member with a spouse or dependent child at time of separation	*Staff member with neither a spouse nor dependent child at time of separation*	
		Professional and higher categories	*General Service category*
Years of continuous service away from home country	*Weeks of gross salary, less staff assessment, where applicable*		
1	4	3	2
2	8	5	4
3	10	6	5
4	12	7	6
5	14	8	7
6	16	9	8
7	18	10	9
8	20	11	10
9	22	13	11
10	24	14	12
11	26	15	13
12 or more	28	16	14

APPENDICES TO THE STAFF RULES

Appendix A

PENSIONABLE REMUNERATION FOR STAFF IN THE PROFESSIONAL AND HIGHER CATEGORIES AND SALARY SCALES AND PENSIONABLE REMUNERATION FOR STAFF IN THE FIELD SERVICE CATEGORY

Pensionable remuneration for staff in the Professional and higher categories

(United States dollars)

Effective 1 September 2005

	STEPS														
Level	*I*	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*	*XIV*	*XV*
Under-Secretary-General															
USG	256 339														
Assistant Secretary-General															
ASG	236 928														
Director															
D-2	197 012	201 491	205 967	210 440	214 917	219 392									
Principal Officer															
D-1	179 070	182 743	186 414	190 079	193 751	197 606	201 541	205 475	209 403						
Senior Officer															
P-5	149 007	152 130	155 252	158 378	161 500	164 622	167 744	170 871	173 991	177 114	180 238	183 368	186 716		
First Officer															
P-4	121 630	124 641	127 644	130 650	133 662	136 665	139 672	142 682	145 687	148 691	151 696	154 713	157 715	160 722	163 731
Second Officer															
P-3	99 966	102 520	105 071	107 618	110 173	112 724	115 274	117 830	120 501	123 292	126 080	128 868	131 659	134 447	137 238
Associate Officer															
P-2	82 012	84 299	86 577	88 860	91 142	93 424	95 706	97 984	100 270	102 552	104 832	107 116			
Assistant Officer															
P-1	63 862	66 061	68 252	70 444	72 638	74 829	77 026	79 216	81 410	83 603					

Salary scale for staff in the Field Service category showing annual gross salaries and net equivalents after application of staff assessment

(United States dollars)

Effective 1 January 2006

Level		STEPS I	II	III	IV	V	VI	VII	VIII	IX	X	XI *	XII *	XIII	XIV	XV
FS-7	Gross	81 431	83 454	85 476	87 494	89 514	91 536	93 560	95 576	97 600	99 619	101 737	103 881			
	Net D	63 130	64 587	66 043	67 496	68 950	70 406	71 863	73 315	74 772	76 226	77 681	79 139			
	Net S	58 794	60 132	61 466	62 801	64 132	65 407	66 802	68 133	69 468	70 800	72 095 *	73 375 *			
FS-6	Gross	67 340	69 197	71 058	72 914	74 769	76 631	78 489	80 353	82 208	84 065	85 925	87 782			
	Net D	52 985	54 322	55 662	56 998	58 334	59 674	61 012	62 354	63 690	65 027	66 366	67 703			
	Net S	49 454	50 684	51 918	53 147	54 375	55 607	56 837	58 071	59 297	60 525	61 753	62 978			
FS-5	Gross	57 590	59 175	60 760	62 244	63 932	65 518	67 104	68 689	70 279	71 864	73 450	75 035	76 621		
	Net D	45 965	47 106	48 247	49 388	50 531	51 673	52 815	53 956	55 101	56 242	57 384	58 525	59 667		
	Net S	43 040	44 073	45 108	46 145	47 196	48 246	49 298	50 347	51 400	52 451	53 502	54 550	55 600		
FS-4	Gross	50 183	51 504	52 818	54 135	55 451	56 764	58 079	59 399	60 715	62 031	63 347	64 621	65 981	67 296 *	68 613 *
	Net D	40 632	41 583	42 529	43 477	44 425	45 370	46 317	47 267	48 215	49 162	50 110	51 027	52 006	52 953	53 901
	Net S	38 195	39 070	39 927	40 786	41 644	42 502	43 358	44 221	45 078	45 937	46 807	47 652	48 552	49 424 *	50 294 *
FS-3	Gross	44 409	45 407	46 399	47 394	48 386	49 384	50 426	51 544	52 665	53 779	54 900	56 021	57 142	58 260	59 379
	Net D	35 971	36 780	37 583	38 389	39 193	40 001	40 807	41 612	42 419	43 221	44 028	44 835	45 642	46 447	47 253
	Net S	33 902	34 645	35 387	36 130	36 870	37 614	38 357	39 095	39 826	40 553	41 286 *	42 016 *	42 748	43 477	44 207
FS-2	Gross	39 456	40 333	41 216	42 093	42 972	43 851	44 690	45 609	46 489	47 368	48 246	49 123			
	Net D	31 959	32 670	33 385	34 095	34 807	35 519	36 199	36 943	37 656	38 368	39 079	39 790			
	Net S	30 208	30 863	31 518	32 173	32 828	33 485	34 110	34 798	35 453	36 110	36 765	37 420			
FS-1	Gross	35 122	35 896	36 668	37 441	38 211	38 988	39 762	40 532	41 306	42 077					
	Net D	28 449	29 076	29 701	30 327	30 951	31 580	32 207	32 831	33 458	34 082					
	Net S	26 988	27 561	28 135	28 709	29 283	29 860	30 437	31 009	31 585	32 160					

D = Rate applicable to staff members with a dependent spouse or child.

S = Rate applicable to staff members with no dependent spouse or child.

* The normal qualifying period for in-grade movement between consecutive steps is one year, except at those steps marked with an asterisk, for which a two-year period at the preceding step is required.

Pensionable remuneration for staff in the Field Service category

(United States dollars)

Effective 1 September 2005

	STEPS														
Level	*I*	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*	*XIV*	*XV*
FS-7	120 962	124 139	127 320	130 491	133 669	136 665	140 029	143 204	146 383	149 558	152 737	155 918			
FS-6	100 625	103 296	105 971	108 634	111 305	113 977	116 643	119 342	122 255	125 175	128 095	131 009			
FS-5	86 625	88 897	91 177	93 455	95 736	98 011	100 291	102 567	104 848	107 126	109 405	111 680	113 959		
FS-4	75 983	77 879	79 767	81 658	83 547	85 439	87 329	89 223	91 110	93 002	94 892	96 721	98 672	100 564	102 454
FS-3	66 682	68 294	69 901	71 510	73 113	74 724	76 335	77 939	79 549	81 147	82 759	84 366	85 979	87 582	89 194
FS-2	58 749	60 099	61 525	62 943	64 363	65 783	67 140	68 622	70 042	71 467	72 884	74 304			
FS-1	52 293	53 447	54 597	55 744	56 893	58 050	59 200	60 421	61 671	62 916					

Appendix B

SALARY SCALES FOR STAFF IN THE GENERAL SERVICE, SECURITY SERVICE, TRADES AND CRAFTS AND PUBLIC INFORMATION ASSISTANT CATEGORIES AT HEADQUARTERS

Salary scale for staff in the General Service category at Headquarters

(United States dollars)

Effective 1 May 2005

		STEPS										
Level		*I*	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*
7	(Gross)	60 665	63 254	65 842	68 430	71 019	73 607	76 196	78 784	81 372	83 961	86 549*
	(Gross pension)	59 055	61 373	63 691	66 009	68 327	70 687	73 100	75 511	77 924	80 337	82 749*
	(Total net)	46 859	48 645	50 431	52 217	54 003	55 789	57 575	59 361	61 147	62 933	64 719*
	(Net pension)	46 859	48 645	50 431	52 217	54 003	55 789	57 575	59 361	61 147	62 933	64 719*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
6	(Gross)	54 622	56 800	58 978	61 241	63 577	65 913	68 249	70 586	72 922	75 258	77 594*
	(Gross pension)	53 280	55 374	57 467	59 561	61 655	63 747	65 842	67 936	70 045	72 224	74 403*
	(Total net)	42 420	44 032	45 644	47 256	48 868	50 480	52 092	53 704	55 316	56 928	58 540*
	(Net pension)	42 420	44 032	45 644	47 256	48 868	50 480	52 092	53 704	55 316	56 928	58 540*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
5	(Gross)	49 158	51 130	53 101	55 073	57 045	59 016	61 059	63 174	65 288	67 403	69 517*
	(Gross pension)	48 033	49 927	51 821	53 716	55 610	57 504	59 399	61 294	63 189	65 083	66 975*
	(Total net)	38 377	39 836	41 295	42 754	44 213	45 672	47 131	48 590	50 049	51 508	52 967*
	(Net pension)	38 377	39 836	41 295	42 754	44 213	45 672	47 131	48 590	50 049	51 508	52 967*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
4	(Gross)	44 245	46 028	47 812	49 596	51 380	53 164	54 947	56 731	58 515	60 320	62 233*
	(Gross pension)	43 310	45 024	46 739	48 453	50 169	51 883	53 598	55 312	57 027	58 742	60 456*
	(Total net)	34 741	36 061	37 381	38 701	40 021	41 341	42 661	43 981	45 301	46 621	47 941*
	(Net pension)	34 741	36 061	37 381	38 701	40 021	41 341	42 661	43 981	45 301	46 621	47 941*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
3	(Gross)	39 771	41 380	42 997	44 615	46 232	47 850	49 468	51 085	52 703	54 320	55 938*
	(Gross pension)	39 004	40 558	42 113	43 667	45 221	46 776	48 331	49 884	51 439	52 994	54 548*
	(Total net)	31 424	32 621	33 818	35 015	36 212	37 409	38 606	39 803	41 000	42 197	43 394*
	(Net pension)	31 424	32 621	33 818	35 015	36 212	37 409	38 606	39 803	41 000	42 197	43 394*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
2	(Gross)	35 903	37 310	38 718	40 131	41 596	43 061	44 526	45 991	47 455	48 920*	
	(Gross pension)	35 135	36 542	37 950	39 357	40 765	42 172	43 581	44 988	46 396	47 803*	
	(Total net)	28 445	29 529	30 613	31 697	32 781	33 865	34 949	36 033	37 117	38 201*	
	(Net pension)	28 445	29 529	30 613	31 697	32 781	33 865	34 949	36 033	37 117	38 201*	
	(NPC)	0	0	0	0	0	0	0	0	0	0*	
1	(Gross)	32 397	33 670	34 943	36 216	37 488	38 761	40 035	41 359	42 684*		
	(Gross pension)	31 791	33 000	34 208	35 449	36 720	37 991	39 264	40 534	41 806*		
	(Total net)	25 746	26 726	27 706	28 686	29 666	30 646	31 626	32 606	33 586*		
	(Net pension)	25 746	26 726	27 706	28 686	29 666	30 646	31 626	32 606	33 586*		
	(NPC)	0	0	0	0	0	0	0	0	0*		

Dependency allowances (net per annum):

	$
Child	2 217
Except for the first dependent child of a single, widowed or divorced staff member	3 246
Dependent spouse	3 562
Secondary dependant	1 307 (for staff who become eligible on or after 1 June 2004) 1 318 (for staff on board and already in receipt of amount prior to 1 June 2004)

Language allowances (to be included in pensionable remuneration)

First language	1 920 net per annum.
Second language	960 net per annum.

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

* Long-service step:
Step XI at levels G-3 to G-7, step X at level G-2 and step IX at level G-1 are long-service steps.

The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;
(b) The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through the application of staff assessment to net pensionable salaries. Gross pensionable salary is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Net pension: Net pensionable salary is that part of net salary that is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

NPC: The non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

Salary scale for staff in the Security Service category at Headquarters

(United States dollars)

Effective 1 May 2005

Level		STEPS I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
7	(Gross)	78 987	82 093	85 199	88 304	91 410	94 516	97 622	100 728	103 833*				
	(Gross pension)	75 709	78 603	81 499	84 394	87 289	90 183	93 080	95 975	98 871*				
	(Total net)	59 501	61 644	63 787	65 930	68 073	70 216	72 359	74 502	76 645*				
	(Net pension)	59 501	61 644	63 787	65 930	68 073	70 216	72 359	74 502	76 645*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
6	(Gross)	73 104	75 996	78 887	81 778	84 670	87 561	90 452	93 343	96 235*				
	(Gross pension)	70 208	72 906	75 603	78 301	80 998	83 696	86 393	89 091	91 788*				
	(Total net)	55 442	57 437	59 432	61 427	63 422	65 417	67 412	69 407	71 402*				
	(Net pension)	55 442	57 437	59 432	61 427	63 422	65 417	67 412	69 407	71 402*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
5	(Gross)	67 175	69 862	72 549	75 236	77 923	80 610	83 297	85 984	88 671*				
	(Gross pension)	64 883	67 289	69 701	72 208	74 713	77 218	79 724	82 230	84 736*				
	(Total net)	51 351	53 205	55 059	56 913	58 767	60 621	62 475	64 329	66 183*				
	(Net pension)	51 351	53 205	55 059	56 913	58 767	60 621	62 475	64 329	66 183*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
4	(Gross)	61 162	63 626	66 090	68 554	71 017	73 481	75 945	78 409	80 872*				
	(Gross pension)	59 495	61 704	63 911	66 118	68 326	70 570	72 868	75 165	77 462*				
	(Total net)	47 202	48 902	50 602	52 302	54 002	55 702	57 402	59 102	60 802*				
	(Net pension)	47 202	48 902	50 602	52 302	54 002	55 702	57 402	59 102	60 802*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
3	(Gross)	57 200	59 004	60 867	62 801	64 736	66 671	68 606	70 541	72 475	74 410	76 345*		
	(Gross pension)	55 767	57 500	59 233	60 965	62 698	64 431	66 163	67 897	69 629	71 432	73 236*		
	(Total net)	44 328	45 663	46 998	48 333	49 668	51 003	52 338	53 673	55 008	56 343	57 678*		
	(Net pension)	44 328	45 663	46 998	48 333	49 668	51 003	52 338	53 673	55 008	56 343	57 678*		
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*		
2	(Gross)	51 580	53 209	54 839	56 469	58 099	59 728	61 457	63 204	64 952	66 700	68 448	70 196	71 943*
	(Gross pension)	50 368	51 933	53 498	55 062	56 627	58 191	59 757	61 323	62 887	64 452	66 017	67 582	69 147*
	(Total net)	40 169	41 375	42 581	43 787	44 993	46 199	47 405	48 611	49 817	51 023	52 229	53 435	54 641*
	(Net pension)	40 169	41 375	42 581	43 787	44 993	46 199	47 405	48 611	49 817	51 023	52 229	53 435	54 641*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0	0*
1	(Gross)	45 950	47 411											
	(Gross pension)	44 952	46 356											
	(Total net)	36 003	37 084											
	(Net pension)	36 003	37 084											
	(NPC)	0	0											

Dependency allowances (net per annum):

	$
Child	2 217
Except for the first dependent child of a single, widowed or divorced staff member	3 246
Dependent spouse	3 562
Secondary dependant	1 307 (for staff who become eligible on or after 1 June 2004) 1 318 (for staff on board and already in receipt of amount prior to 1 June 2004)

Language allowances (to be included in pensionable remuneration)

First language	1 920 net per annum.
Second language	960 net per annum.

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

- Long-service step:
  Step IX at levels S-4 to S-7, step XI at level S-3 and step XIII at level S-2 are long-service steps.

  The qualifying criteria for in-grade increases to the long-service step are as follows:

  (a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;
  (b) The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through the application of staff assessment to net pensionable salaries. Gross pensionable salary is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Net pension: Net pensionable salary is that part of net salary that is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

NPC: The non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

Salary scale for staff in the Public Information Assistant and Tour Coordinator/Supervisor category at Headquarters

(United States dollars)

Effective 1 May 2005

Level		*STEPS*				
		I	*II*	*III*	*IV*	*V*
Tour Coordinator/Supervisor and Briefing Assistant[a]	(Gross)	53 453	56 101	58 750	61 500	64 341
	(Gross pension)	52 161	54 707	57 249	59 795	62 338
	(Total net)	41 555	43 515	45 475	47 435	49 395
	(Net pension)	41 555	43 515	45 475	47 435	49 395
	(NPC)	0	0	0	0	0
Public Information Assistant II and Tour Coordinator	(Gross)	47 049	49 092	51 135	53 178	55 222
	(Gross pension)	46 011	47 973	49 933	51 896	53 859
	(Total net)	36 816	38 328	39 840	41 352	42 864
	(Net pension)	36 816	38 328	39 840	41 352	42 864
	(NPC)	0	0	0	0	0
Public Information Assistant I	(Gross)	43 149	45 015			
	(Gross pension)	42 261	44 053			
	(Total net)	33 930	35 311			
	(Net pension)	33 930	35 311			
	(NPC)	0	0			

[a] Includes Briefing Assistant as at 1 September 1991.

Reserve guides are paid by the day in accordance with the above rates.

Increments: salary increments within the levels shall be effective on the first day of the pay period in which satisfactory service requirements are completed, as follows:

Public Information Assistant I	6 months
Public Information Assistant II	12 months

No increments shall be paid in the case of staff members whose service will cease during the month in which the increment would ordinarily have been due.

Dependency allowances (net per annum):

	$
Child	2 217
Except for the first dependent child of a single, widowed or divorced staff member	3 246
Dependent spouse	3 562
Secondary dependant	1 307 (for staff who become eligible on or after 1 June 2004) 1 318 (for staff on board and already in receipt of amount prior to 1 June 2004)

Language allowances: not entitled.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through the application of staff assessment to net pensionable salaries. Gross pensionable salary is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Net pension: Net pensionable salary is that part of net salary that is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

NPC: The non-pensionable component is that part of net salary excluded from the application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

Salary scale for staff in the Trades and Crafts category at Headquarters

(United States dollars)

Effective 1 May 2005

Level		STEPS I	II	III	IV	V	VI	VII*
TC-8	(Gross)	74 587	77 204	79 822	82 439	85 057	87 674	90 291
	(Gross pension)	71 596	74 038	76 480	78 921	81 363	83 805	86 247
	(Total net)	56 465	58 271	60 077	61 883	63 689	65 495	67 301
	(Net pension)	56 465	58 271	60 077	61 883	63 689	65 495	67 301
	(NPC)	0	0	0	0	0	0	0
TC-7	(Gross)	69 862	72 332	74 801	77 271	79 741	82 210	84 680
	(Gross pension)	67 291	69 504	71 801	74 102	76 403	78 705	81 006
	(Total net)	53 205	54 909	56 613	58 317	60 021	61 725	63 429
	(Net pension)	53 205	54 909	56 613	58 317	60 021	61 725	63 429
	(NPC)	0	0	0	0	0	0	0
TC-6	(Gross)	65 141	67 458	69 775	72 093	74 410	76 728	79 045
	(Gross pension)	63 066	65 141	67 216	69 290	71 434	73 593	75 751
	(Total net)	49 947	51 546	53 145	54 744	56 343	57 942	59 541
	(Net pension)	49 947	51 546	53 145	54 744	56 343	57 942	59 541
	(NPC)	0	0	0	0	0	0	0
TC-5	(Gross)	60 433	62 599	64 764	66 929	69 094	71 259	73 425
	(Gross pension)	58 838	60 780	62 720	64 663	66 603	68 543	70 518
	(Total net)	46 699	48 193	49 687	51 181	52 675	54 169	55 663
	(Net pension)	46 699	48 193	49 687	51 181	52 675	54 169	55 663
	(NPC)	0	0	0	0	0	0	0
TC-4	(Gross)	56 016	57 895	59 773	61 771	63 786	65 800	67 814
	(Gross pension)	54 621	56 427	58 232	60 039	61 845	63 650	65 457
	(Total net)	43 452	44 842	46 232	47 622	49 012	50 402	51 792
	(Net pension)	43 452	44 842	46 232	47 622	49 012	50 402	51 792
	(NPC)	0	0	0	0	0	0	0
TC-3	(Gross)	51 615	53 357	55 099	56 841	58 582	60 348	62 216
	(Gross pension)	50 396	52 069	53 740	55 414	57 087	58 760	60 432
	(Total net)	40 195	41 484	42 773	44 062	45 351	46 640	47 929
	(Net pension)	40 195	41 484	42 773	44 062	45 351	46 640	47 929
	(NPC)	0	0	0	0	0	0	0
TC-2	(Gross)	47 238	48 834	50 430	52 026	53 622	55 218	56 814
	(Gross pension)	46 187	47 719	49 252	50 786	52 320	53 855	55 388
	(Total net)	36 956	38 137	39 318	40 499	41 680	42 861	44 042
	(Net pension)	36 956	38 137	39 318	40 499	41 680	42 861	44 042
	(NPC)	0	0	0	0	0	0	0
TC-1	(Gross)	42 819	44 276	45 732	47 189	48 646	50 103	51 559
	(Gross pension)	41 945	43 345	44 743	46 142	47 540	48 939	50 337
	(Total net)	33 686	34 764	35 842	36 920	37 998	39 076	40 154
	(Net pension)	33 686	34 764	35 842	36 920	37 998	39 076	40 154
	(NPC)	0	0	0	0	0	0	0

Dependency allowances (net per annum).

	$
Child	2 217
Except for the first dependent child of a single, widowed or divorced staff member	3 246
Dependent spouse	3 562
Secondary dependant	1 307 (for staff who become eligible on or after 1 June 2004) 1 318 (for staff on board and already in receipt of amount prior to 1 June 2004)

Language allowances (to be included in pensionable remuneration)

First language	1 920 net per annum.
Second language	960 net per annum.

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

* Long-service step:
The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;
(b) The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through the application of staff assessment to net pensionable salaries. Gross pensionable salary is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Net pension: Net pensionable salary is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

NPC: The non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

Appendix F

SALARY SCALE FOR STAFF IN THE LANGUAGE TEACHER CATEGORY AT HEADQUARTERS

(United States dollars)

Effective 1 May 2005

Level		*STEPS*											
		I	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII**
Language Teacher	(Gross)	66 009	68 383	70 757	73 130	75 504	77 878	80 252	82 626	85 000	87 374	89 748	92 122
	(Gross pension)	63 831	65 960	68 088	70 240	72 453	74 668	76 883	79 097	81 311	83 526	85 740	87 954
	(Total net)	50 546	52 184	53 822	55 460	57 098	58 736	60 374	62 012	63 650	65 288	66 926	68 564
	(Net pension)	50 546	52 184	53 822	55 460	57 098	58 736	60 374	62 012	63 650	65 288	66 926	68 564
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

Work schedule: the yearly schedule of work consists of three terms of 13 weeks each. There is a summer recess and scheduled breaks between terms. Leave taken during the recess and the breaks in excess of the annual leave entitlement provided for in the Staff Rules is treated as special leave with pay.

Dependency allowances (net per annum):

	$
Child	2 217
Except for the first dependent child of a single, widowed or divorced staff member	3 246
Dependent spouse	3 562
Secondary dependant	1 307 (for staff who become eligible on or after 1 June 2004) 1 318 (for staff on board and already in receipt of amount prior to 1 June 2004)

Language allowances: not entitled.

* Long-service step:
The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through the application of staff assessment to net pensionable salaries. Gross pensionable salary is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Net pension: Net pensionable salary is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

NPC: The non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

Appendix G

EDUCATION GRANT ENTITLEMENTS APPLICABLE IN CASES WHERE EDUCATIONAL EXPENSES ARE INCURRED IN SPECIFIED CURRENCIES AND COUNTRIES

(Effective as from the school year in progress on 1 January 2005)

Country/currency area	(1) Maximum admissible educational expenses and maximum grant for disabled children	(2) Maximum education grant	(3) Flat rate when boarding not provided	(4) Additional flat rate for boarding (for staff serving at designated duty stations)	(5) Maximum grant for staff members serving at designated duty stations	(6) Maximum admissible educational expenses for attendance (only when flat rate for boarding is paid)
Part A						
Euro						
Austria	15 198	11 399	3 392	5 087	16 486	10 676
Belgium	14 446	10 835	3 147	4 720	15 555	10 251
Finland	9 082	6 812	2 382	3 572	10 384	5 907
France	10 263	7 697	2 716	4 074	11 771	6 641
Germany	18 993	14 245	3 794	5 690	19 935	13 935
Ireland	10 997	8 248	2 755	4 132	12 380	7 324
Italy	15 316	11 487	2 818	4 227	15 714	11 559
Luxembourg	14 446	10 835	3 147	4 720	15 555	10 251
Monaco	10 263	7 697	2 716	4 074	11 771	6 641
Netherlands	15 440	11 580	3 594	5 392	16 972	10 648
Spain	13 762	10 322	2 733	4 099	14 421	10 119
Danish krone	89 010	66 758	23 601	35 401	102 159	57 543
Japanese yen	2 324 131	1 743 098	525 930	788 895	2 531 993	1 622 891
Norwegian krone	71 632	53 724	18 338	27 507	81 231	47 181
Pound sterling	18 285	13 714	3 181	4 772	18 486	14 044
Swedish krona	100 733	75 550	22 569	33 853	109 403	70 641
Swiss franc	26 868	20 151	5 182	7 773	27 924	19 959
Part B						
United States dollar (outside the United States of America)	17 189	12 892	3 490	5 235	18 127	12 536
Part C						
United States dollar (in the United States)*	28 832	21 624	4 742	7 113	28 737	22 509

* Also applies, as a special measure, for China, Indonesia, Romania and the Russian Federation.

United Nations ST/SGB/2006/2

Secretariat

1 January 2006

Secretary-General's bulletin

Amendments to the 200 series of the Staff Rules (ST/SGB/2002/2)

The Secretary-General, pursuant to staff regulations 12.2, 12.3 and 12.4 and staff rule 212.1 (a), hereby promulgates the text of the amendments to the 200 series of the Staff Rules promulgated in Secretary-General's bulletin ST/SGB/2002/2. The text of the amendments is attached to the present bulletin.

Section 1
Purpose

1.1 The text of the Staff Rules listed below is amended for the reasons set out below in relation to each rule:

(a) Rule 206.3 (e), Sick leave, is amended to ensure consistency with rule 206.7, as amended, by deleting a reference to paternity leave;

(b) Rule 206.7 (b) and (e), Maternity and paternity leave (new title), is amended to reflect the new entitlement to paternity leave.

1.2 Attached for insertion in the printed copy of ST/SGB/2002/2 are the new pages containing the amendments to the Staff Rules and the changes in the Staff Regulations and their annexes, and in the appendices to the Staff Rules.

Section 2
Final provision

Unless otherwise indicated, the amendments introduced in the present bulletin shall enter into force on 1 January 2006.

(*Signed*) Kofi A. **Annan**
Secretary-General

06-24054 (E) 170206

General rights and obligations

(c) Staff members are subject to the authority of the Secretary-General and to assignment by him or her to any of the activities or offices of the United Nations. In exercising this authority, the Secretary-General shall seek to ensure, having regard to the circumstances, that all necessary safety and security arrangements are made for staff carrying out the responsibilities entrusted to them.

(d) In the performance of their duties staff members shall neither seek nor accept instructions from any Government or from any other source external to the Organization.

(e) By accepting appointment, staff members pledge themselves to discharge their functions and regulate their conduct with the interests of the Organization only in view. Loyalty to the aims, principles and purposes of the United Nations, as set forth in its Charter, is a fundamental obligation of all staff members by virtue of their status as international civil servants.

(f) While staff members' personal views and convictions, including their political and religious convictions, remain inviolable, staff members shall ensure that those views and convictions do not adversely affect their official duties or the interests of the United Nations. They shall conduct themselves at all times in a manner befitting their status as international civil servants and shall not engage in any activity that is incompatible with the proper discharge of their duties with the United Nations. They shall avoid any action and, in particular, any kind of public pronouncement that may adversely reflect on their status, or on the integrity, independence and impartiality that are required by that status.

(g) Staff members shall not use their office or knowledge gained from their official functions for private gain, financial or otherwise, or for the private gain of any third party, including family, friends and those they favour. Nor shall staff members use their office for personal reasons to prejudice the positions of those they do not favour.

(h) Staff members may exercise the right to vote but shall ensure that their participation in any political activity is consistent with, and does not reflect adversely upon, the independence and impartiality required by their status as international civil servants.

(i) Staff members shall exercise the utmost discretion with regard to all matters of official business. They shall not communicate to any Government, entity, person or any other source any information known to them by reason of their official position that they know or ought to have known has not been made public, except as appropriate in the normal course of their duties or by authorization of the Secretary-General. These obligations do not cease upon separation from service.

Honours, gifts or remuneration

(j) No staff member shall accept any honour, decoration, favour, gift or remuneration from any Government.

(k) If refusal of an unanticipated honour, decoration, favour or gift from a Government would cause embarrassment to the Organization, the staff member may receive it on behalf of the Organization and then report and entrust it to the Secretary-General, who will either retain it for the Organization or arrange for its disposal for the benefit of the Organization or for a charitable purpose.

(l) No staff member shall accept any honour, decoration, favour, gift or remuneration from any non-governmental source without first obtaining the approval of the Secretary-General.

Conflict of interest

(m) Staff members shall not be actively associated with the management of, or hold a financial interest in,

any profit-making, business or other concern, if it were possible for the staff member or the profit-making, business or other concern to benefit from such association or financial interest by reason of his or her position with the United Nations.

(n) All staff members at the D-1 or L-6 level and above shall be required to file financial disclosure statements on appointment and at intervals thereafter as prescribed by the Secretary-General, in respect of themselves, their spouses and their dependent children, and to assist the Secretary-General in verifying the accuracy of the information submitted when so requested. The financial disclosure statements shall include certification that the assets and economic activities of the staff members, their spouses and their dependent children do not pose a conflict of interest with their official duties or the interests of the United Nations. The financial disclosure statements will remain confidential and will only be used, as prescribed by the Secretary-General, in making determinations pursuant to staff regulation 1.2 (m). The Secretary-General may require other staff to file financial disclosure statements as he or she deems necessary in the interest of the Organization.

Outside employment and activities

(o) Staff members shall not engage in any outside occupation or employment, whether remunerated or not, without the approval of the Secretary-General.

(p) The Secretary-General may authorize staff members to engage in an outside occupation or employment, whether remunerated or not, if:

(i) The outside occupation or employment does not conflict with the staff member's official functions or the status of an international civil servant;

(ii) The outside occupation or employment is not against the interest of the United Nations; and

(iii) The outside occupation or employment is permitted by local law at the duty station or where the occupation or employment occurs.

Use of property and assets

(q) Staff members shall use the property and assets of the Organization only for official purposes and shall exercise reasonable care when utilizing such property and assets.

(r) Staff members must respond fully to requests for information from staff members and other officials of the Organization authorized to investigate the possible misuse of funds, waste or abuse.

Regulation 1.3

Performance of staff

(a) Staff members are accountable to the Secretary-General for the proper discharge of their functions. Staff members are required to uphold the highest standards of efficiency, competence and integrity in the discharge of their functions, and their performance will be appraised periodically to ensure that the required standards of performance are met.

(b) The whole time of staff members shall be at the disposal of the Secretary-General for the performance of official functions; however, the Secretary-General shall establish a normal working week and shall establish official holidays for each duty station. Exceptions may be made by the Secretary-General as the needs of service may require, and staff members shall be required to work beyond the normal tour of duty when requested to do so.

Article III

SALARIES AND RELATED ALLOWANCES

Regulation 3.1

Salaries of staff members shall be fixed by the Secretary-General in accordance with the provisions of annex I to the present Regulations.

Regulation 3.2

(a) The Secretary-General shall establish terms and conditions under which an education grant shall be available to a staff member residing and serving outside his or her recognized home country whose dependent child is in full-time attendance at a school, university or similar educational institution of a type that will, in the opinion of the Secretary-General, facilitate the child's reassimilation in the staff member's recognized home country. The grant shall be payable in respect of the child up to the end of the fourth year of post-secondary studies or the award of the first recognized degree, whichever is the earlier. The amount of the grant per scholastic year for each child shall be 75 per cent of the admissible educational expenses actually incurred, subject to a maximum grant as approved by the General Assembly. Travel costs of the child may also be paid for an outward and return journey once in each scholastic year between the educational institution and the duty station, except that in the case of staff members serving at designated duty stations where schools do not exist that provide schooling in the language or in the cultural tradition desired by staff members for their children, such travel costs may be paid twice in the year in which the staff member is not entitled to home leave. Such travel shall be by a route approved by the Secretary-General but not in an amount exceeding the cost of such a journey between the home country and the duty station.

(b) The Secretary-General shall also establish terms and conditions under which, at designated duty stations, an additional amount of 100 per cent of boarding costs subject to a maximum amount per year as approved by the General Assembly may be paid in respect of children in school attendance at the primary and secondary levels.

(c) The Secretary-General shall also establish terms and conditions under which an education grant shall be available to a staff member serving in a country whose language is different from his or her own and who is obliged to pay tuition for the teaching of the mother tongue to a dependent child attending a local school in which the instruction is given in a language other than his or her own.

(d) The Secretary-General shall also establish terms and conditions under which an education grant shall be available to a staff member whose child is unable, by reason of physical or mental disability, to attend a normal educational institution and therefore requires special teaching or training to prepare him or her for full integration into society or, while attending a normal educational institution, requires special teaching or training to assist him or her in overcoming the disability. The amount of this grant per year for each disabled child shall be equal to 100 per cent of the education expenses actually incurred, up to a maximum amount approved by the General Assembly.

(e) The Secretary-General may decide in each case whether the education grant shall extend to adopted children or stepchildren.

Regulation 3.3

(a) An assessment at the rates and under the conditions specified below shall be applied to the salaries and such other emoluments of staff members as are computed on the basis of salary, excluding post adjustments, provided that the Secretary-General may, where he or she deems it advisable, exempt from the assessment the salaries and emoluments of staff members engaged at locality rates.

(b) (i) The assessment shall be calculated at the following rates for staff members whose salary rates are set forth in paragraphs 1 and 3 of annex I to the present Regulations:

Assessment

Total assessable payments (United States dollars)	*Staff assessment rates for purposes of pensionable remuneration and pensions (percentage)*
Up to 20,000 per year	11
20,001 to 40,000 per year	18
40,001 to 60,000 per year	25
60,001 and above per year	30

Staff assessment rates used in conjunction with gross base salaries
(effective 1 January 2006)

A. *Staff assessment for staff members with dependants:*

Assessable payments (United States dollars)	*Staff assessment rates for those with a dependent spouse or dependent child (percentage)*
First 50,000 per year	19
Next 50,000 per year	28
Next 50,000 per year	32
Remaining assessable payments	35

B. *Staff assessment for staff members without dependants:*

Staff assessment amounts for those with neither a dependent spouse nor a dependent child would be equal to the differences between the gross salaries at different grades and steps and the corresponding net salaries at the single rates;

(ii) The assessment shall be calculated at the following rates for staff members whose salary rates are established under paragraph 6 of annex I to the present Regulations:

Total assessable payments (United States dollars)	*Assessment (percentage)*
Up to 20,000 per year	19
20,001 to 40,000 per year	23
40,001 to 60,000 per year	26
60,001 and above per year	31

Chapter VI

SOCIAL SECURITY

Rule 206.1

Participation in the Pension Fund

Project personnel whose appointments are for six months or longer, or who complete six months of service under shorter appointments without an interruption of more than 30 days, shall become participants in the United Nations Joint Staff Pension Fund, provided that participation is not excluded by their letters of appointment.

Rule 206.2

Group life insurance plan

(Cancelled as of 1 February 1998)

Rule 206.3

Sick leave

(a) Project personnel who are unable to perform their duties by reason of illness or injury, or whose attendance at work is prevented by public health requirements, will be granted sick leave. All sick leave must be approved on behalf of, and under conditions established by, the Secretary-General.

Maximum entitlement

(b) The maximum entitlement to sick leave of project personnel shall be determined by the duration of their appointment, in accordance with the following provisions:

(i) Project personnel in short-term status may be granted sick leave at the rate of two working days per month of service;

(ii) Project personnel in intermediate-term status may be granted sick leave of up to three months on full salary and three months on half-salary in any period of 12 consecutive months, provided that the amount of sick leave in any period of four consecutive years shall not exceed nine months on full salary and nine months on half-salary;

(iii) Project personnel in long-term status may be granted sick leave of up to nine months on full salary and nine months on half-salary in any period of four consecutive years.

Sick leave during annual leave

(c) When sickness of more than five consecutive working days occurs while project personnel are on annual leave, including home leave, sick leave may be approved subject to appropriate medical certification.

Obligations of project personnel

(d) Project personnel shall submit a monthly report on any absence attributable to illness, injury or public health requirements. Sick leave in excess of three consecutive working days or longer shall be granted subject to

conditions and in accordance with procedures established by the Secretary-General for the certification and approval of such leave. Sick leave may be refused if the Secretary-General is satisfied that such leave is not justified, in which case the absence shall be treated as unauthorized in accordance with rule 205.1 (d).

(e) Up to seven days of sick leave in any twelve months of consecutive service may be used as family leave, in order to attend to family-related emergencies, in which case the requirements otherwise applicable for sick leave in excess of three consecutive days shall not apply.

(f) Project personnel may be required at any time to submit a medical report as to their condition or to undergo a medical examination by the United Nations Medical Service or a medical practitioner designated by the Medical Director. When, in the opinion of the Medical Director, a medical condition impairs an individual's ability to perform his or her functions, the individual may be directed not to attend the office and requested to seek treatment from a duly qualified medical practitioner. Project personnel shall comply promptly with any direction or request under this rule.

(g) Project personnel shall immediately notify a United Nations medical officer of any case of contagious disease occurring in their household or of any quarantine order affecting the household. In such a case, or in the case of any other conditions which may affect the health of others, the Medical Director shall decide whether the project personnel should be excused from attendance at the office. If so, the project personnel shall receive full salary and other emoluments for the period of authorized absence.

(h) Project personnel, while on sick leave, shall not leave the area of the duty station without the prior approval of the Secretary-General.

Rule 206.4

Medical care

(a) Project personnel shall participate in a medical insurance scheme provided by the United Nations unless exemption from such participation is expressly stated in the letter of appointment. The United Nations shall not be responsible for the medical care of project personnel who are exempted by their letter of appointment from the medical insurance scheme provided by the United Nations except in accordance with the provisions of staff rule 206.5 on compensation for death, injury or illness attributable to service.

(b) Project personnel appointed for a period of one month or more and participating in a medical insurance scheme provided by the United Nations may enrol their spouses and dependent children in the scheme.

(c) *(Cancelled as of 1 January 1998)*

(d) The United Nations will not assume responsibility for medical expenses incurred by project personnel following separation from service except in accordance with the provisions of staff rule 206.5 on compensation for death, injury or illness attributable to service.

Rule 206.5

Compensation for death, injury or illness attributable to service

Project personnel shall be entitled to compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations, in accordance with the rules set forth in appendix D to the Staff Rules.

Rule 206.6

Compensation for loss or damage to personal effects attributable to service

Project personnel shall be entitled, within the limits and under the terms and conditions established by the Secretary-General, to reasonable compensation in the event of loss or damage to their personal effects determined to be directly attributable to the performance of official duties on behalf of the United Nations.

Rule 206.7

Maternity and paternity leave

(a) An individual shall be entitled to maternity leave in accordance with the following provisions:

(i) The leave shall extend for a total period of 16 weeks from the time it is granted, except as provided in subparagraph (iii) below;

(ii) The leave shall commence six weeks prior to the anticipated date of birth upon production of a certificate from a duly qualified medical practitioner or midwife indicating the anticipated date of birth. However, at the individual's request and upon production of a certificate from a duly qualified medical practitioner or midwife indicating that she is fit to continue to work, the absence may be permitted to commence less than six weeks but normally not less than two weeks before the anticipated date of birth. The pre-delivery leave shall extend to the actual date of birth;

(iii) The post-delivery leave shall extend for a period equivalent to the difference between 16 weeks and the actual period of pre-delivery leave, subject to a minimum of 10 weeks. However, the individual, on request, may be permitted to return to work after the lapse of a minimum period of six weeks following delivery;

(iv) The individual shall receive maternity leave with full pay for the entire duration of her absence under subparagraphs (ii) and (iii) above.

(b) Subject to conditions established by the Secretary-General, project personnel shall be entitled to paternity leave in accordance with the following provisions:

(i) The leave shall be granted for a total period of up to four weeks or in the case of individuals serving at a non-family duty station, up to eight weeks. In exceptional circumstances, leave shall be granted for a total period of up to eight weeks;

(ii) The leave may be taken either continually or in separate periods during the year following the birth of the child, provided it is completed during that year;

(iii) The individual shall receive paternity leave with full pay for the entire duration of his absence.

(c) Sick leave shall not normally be granted for maternity cases except where serious complications arise.

(d) (*Cancelled*)

(e) Annual leave shall accrue during the period of maternity or paternity leave.

Article VII

TRAVEL AND REMOVAL EXPENSES

Regulation 7.1

Subject to conditions and definitions prescribed by the Secretary-General, the United Nations shall in appropriate cases pay the travel expenses of staff members, their spouses and dependent children.

Regulation 7.2

Subject to conditions and definitions prescribed by the Secretary-General, the United Nations shall pay removal costs for staff members.

Rule 209.10

Restitution of advance annual and sick leave

(a) On separation, project personnel who have taken advance annual or sick leave beyond the amount actually earned and accrued while in service shall be required to make restitution for such advance leave by means of a cash refund.

(b) The Secretary-General may waive this requirement if he is satisfied that there are compelling reasons for doing so.

Rule 209.11

Last day for pay purposes

(a) When project personnel are separated from service, the date on which entitlement to salary, allowances and benefits shall cease shall be determined according to the following provisions:

(i) Upon resignation, the date shall be either the date of expiration of the notice period under rule 209.1 or such other date as the Secretary-General accepts;

(ii) Upon expiration of a fixed-term appointment, the date shall be the date specified in the letter of appointment;

(iii) Upon termination, the date shall be the date provided in the notice of termination;

(iv) In the case of summary dismissal, the date shall be the date of dismissal;

(v) In the case of death, the date on which entitlement to salary, allowances and benefits shall cease shall be the date of death, unless there is a surviving spouse or a dependent child. In that event, the date shall be determined in accordance with the following schedule:

Length of service	Months of extension beyond date of death
3 years or less	3
4 years	4
5 years	5
6 years	6
7 years	7
8 years	8
9 years or more	9

Length of service shall be deemed to comprise the individual's total period of continuous service. Completed months of service in excess of the completed years specified in the schedule above shall be taken into account on a proportionate basis up to the maximum extension of six months. Payment related to the period of extension beyond the date of death may be made in a lump sum as soon as the pay accounts and related matters can be closed. Such payment shall be calculated on the basis of the individual's gross salary less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (i). All other entitlements and accrual of benefits shall cease as of the date of death, except as provided by staff rule 203.8 (f) for payment of education grant when project personnel die while in service after the beginning of the school year.

(b) When project personnel have an entitlement to return travel under rule 207.1 (v), this shall not affect the determination of the last day for pay purposes in accordance with the provisions of paragraph (a) above. In the case of resignation, expiration of fixed-term appointment, termination or retirement, project personnel shall be paid, on separation, an additional amount for days of authorized travel estimated on the basis of uninterrupted travel by an approved route and mode from the duty station to the place of entitlement to return travel. Such amount shall be calculated as is done for commutation of accrued annual leave under rule 209.9.

Article X

DISCIPLINARY MEASURES

Regulation 10.1

The Secretary-General may establish administrative machinery with staff participation which will be available to advise him or her in disciplinary cases.

Regulation 10.2

The Secretary-General may impose disciplinary measures on staff members whose conduct is unsatisfactory.

Sexual exploitation and sexual abuse constitute serious misconduct.

The Secretary-General may summarily dismiss a member of the staff for serious misconduct.

ANNEXES TO THE STAFF REGULATIONS

Annex I

SALARY SCALES AND RELATED PROVISIONS

1. The Secretary-General shall establish the salary of the Administrator of the United Nations Development Programme and the salaries of United Nations officials in the Director category and above, in accordance with amounts determined by the General Assembly, subject to the staff assessment plan provided in staff regulation 3.3 and to post adjustments wherever applied. If otherwise eligible, they shall receive the allowances that are available to staff members generally.

2. The Secretary-General is authorized, on the basis of appropriate justification and/or reporting, to make additional payments to United Nations officials in the Director category and above to compensate for such special costs as may be reasonably incurred, in the interests of the Organization, in the performance of duties assigned to them by the Secretary-General. Similar additional payments in similar circumstances may be made to heads of offices away from Headquarters. The maximum total amount of such payments is to be determined in the programme budget by the General Assembly.

3. Except as provided in paragraph 5 of the present annex, the salary scales and the scales of post adjustment for staff members in the Professional and higher categories shall be as shown in the present annex.

4. Subject to satisfactory service, salary increments within the levels set forth in paragraph 3 of the present annex shall be awarded annually, except that any increments above step XI of the Associate Officer level, step XIII of the Second Officer level, step XII of the First Officer level, step X of the Senior Officer level and step IV of the Principal Officer level shall be preceded by two years at the previous step. The Secretary-General is authorized to reduce the interval between salary increments to ten months and twenty months, respectively, in the case of staff subject to geographical distribution who have an adequate and confirmed knowledge of a second official language of the United Nations.

5. The Secretary-General shall determine the salary rates to be paid to personnel specifically engaged for short-term missions and conference and other short-term service, to consultants, to Field Service personnel and to technical assistance experts.

6. The Secretary-General shall fix the salary scales for staff members in the General Service and related categories, normally on the basis of the best prevailing conditions of employment in the locality of the United Nations office concerned, provided that the Secretary-General may, where he or she deems it appropriate, establish rules and salary limits for payment of a non-resident allowance to General Service staff members recruited from outside the local area. The gross pensionable remuneration of such staff shall be determined in accordance with the methodology specified in article 54 (a) of the Regulations of the United Nations Joint Staff Pension Fund and are shown in the salary scales applicable to such staff.

7. The Secretary-General shall establish rules under which a language allowance may be paid to staff members in the General Service category who pass an appropriate test and demonstrate continued proficiency in the use of two or more official languages.

8. In order to preserve equivalent standards of living at different offices, the Secretary-General may adjust the basic salaries set forth in paragraphs 1 and 3 of the present annex by the application of non-pensionable post adjustments based on relative costs of living, standards of living and related factors at the office concerned as compared to New York. Such post adjustments shall not be subject to staff assessment.

9. No salary shall be paid to staff members in respect of periods of unauthorized absence from work unless such absence was caused by reasons beyond their control or duly certified medical reasons.

Salary scale for staff in the Professional and higher categories showing annual gross salaries and net equivalents after application of staff assessment

(United States dollars)

Effective 1 January 2006

Level		*STEPS*														
		I	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*	*XIV*	*XV*
USG	Gross	176 877														
	Net D	127 970														
	Net S	115 166														
ASG	Gross	160 574														
	Net D	117 373														
	Net S	106 285														
			•	•	•	•	•									
D-2	Gross	131 947	134 765	137 584	140 403	143 222	146 040									
	Net D	98 224	100 140	102 057	103 974	105 891	107 807									
	Net S	90 236	91 854	93 466	95 072	96 674	98 269									
							•	•	•	•	•					
D-1	Gross	120 487	122 962	125 435	127 910	130 385	132 859	135 334	137 809	140 282						
	Net D	90 431	92 114	93 796	95 479	97 162	98 844	100 527	102 210	103 892						
	Net S	83 587	85 050	86 509	87 965	89 418	90 867	92 312	93 755	95 194						
													•	•	•	
P-5	Gross	99 511	101 590	103 694	105 799	107 904	110 009	112 115	114 221	116 326	118 431	120 535	122 641	124 747		
	Net D	76 148	77 581	79 012	80 443	81 875	83 306	84 738	86 170	87 602	89 033	90 464	91 896	93 328		
	Net S	70 742	72 014	73 282	74 550	75 815	77 077	78 338	79 596	80 852	82 106	83 358	84 607	85 855		
															•	•
P-4	Gross	81 943	83 861	85 781	87 699	89 618	91 536	93 456	95 374	97 293	99 210	101 196	103 226	105 259	107 290	109 322
	Net D	63 499	64 880	66 262	67 643	69 025	70 406	71 788	73 169	74 551	75 931	77 313	78 694	80 076	81 457	82 839
	Net S	59 132	60 390	61 647	62 901	64 155	65 407	66 659	67 909	69 157	70 405	71 651	72 896	74 140	75 383	76 625
																•
P-3	Gross	66 881	68 656	70 435	72 207	73 986	75 761	77 535	79 314	81 090	82 865	84 643	86 417	88 194	89 969	91 746
	Net D	52 654	53 932	55 213	56 489	57 770	59 048	60 325	61 606	62 885	64 163	65 443	66 720	68 000	69 278	70 557
	Net S	49 149	50 325	51 503	52 678	53 856	55 030	56 206	57 383	58 558	59 734	60 906	62 079	63 250	64 422	65 594
														•		
P-2	Gross	54 382	55 972	57 560	59 149	60 738	62 325	63 914	65 500	67 090	68 681	70 267	71 858			
	Net D	43 655	44 800	45 943	47 087	48 231	49 374	50 518	51 660	52 805	53 950	55 092	56 238			
	Net S	40 947	41 985	43 020	44 057	45 092	46 130	47 184	48 234	49 289	50 341	51 392	52 447			
P-1	Gross	42 664	44 022	45 378	46 737	48 093	49 449	50 908	52 436	53 960	55 488					
	Net D	34 558	35 658	36 756	37 857	38 955	40 054	41 154	42 254	43 351	44 451					
	Net S	32 599	33 612	34 625	35 638	36 650	37 662	38 676	39 676	40 672	41 668					

D = Rate applicable to staff members with a dependent spouse or child.

S = Rate applicable to staff members with no dependent spouse or child.

• The normal qualifying period for in-grade movement between consecutive steps is one year, except at those steps marked with an asterisk for which a two-year period at the preceding step is required.

APPENDICES TO THE STAFF RULES

Appendix I

SALARY SCALES AND SCHEDULE OF PENSIONABLE REMUNERATION

Annual gross salaries and net equivalents after application of staff assessment

(United States dollars)

Effective 1 January 2006

		STEPS														
Level		*I*	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*	*XIV*	*XV*
			•	•	•	•	•									
L-7	Gross	131,947	134,765	137 584	140 403	143 222	146 040									
	Net D	98 224	100 140	102 057	103 974	105 891	107 807									
	Net S	90 236	91 854	93 466	95 072	96 674	98 269									
						•	•	•	•	•						
L-6	Gross	120,487	122,962	125,435	127,910	130,385	132,859	135,334	137,809	140,282						
	Net D	90 431	92 114	93 796	95 479	97 162	98 844	100 527	102 210	103 892						
	Net S	83 587	85 050	86 509	87 965	89 418	90 867	92 312	93 755	95 194						
												•	•	•		
L-5	Gross	99,511	101,590	103,694	105,799	107,904	110,009	112,115	114,221	116,326	118,431	120,535	122,641	124,747		
	Net D	76 148	77 581	79 012	80 443	81 875	83 306	84 738	86 170	87 602	89 033	90 464	91 896	93 328		
	Net S	70 742	72 014	73 282	74 550	75 815	77 077	78 338	79 596	80 852	82 106	83 358	84 607	85 855		
														•	•	•
L-4	Gross	81 943	83 861	85 781	87 699	89 618	91 536	93 456	95 374	97 293	99 210	101 196	103 226	105 259	107 290	109 322
	Net D	63 499	64 880	66 262	67 643	69 025	70 406	71 788	73 169	74 551	75 931	77 313	78 694	80 076	81 457	82 839
	Net S	59 132	60 390	61 647	62 901	64 155	65 407	66 659	67 909	69 157	70 405	71 651	72 896	74 140	75 383	76 625
															•	•
L-3	Gross	66 881	68,656	70,435	72,207	73,986	75,761	77,535	79,314	81,090	82,865	84,643	86,417	88,194	89,969	91,746
	Net D	52 654	53 932	55 213	56 489	57 770	59 048	60 325	61 606	62 885	64 163	65 443	66 720	68 000	69 278	70 557
	Net S	49 149	50 325	51 503	52 678	53 856	55 030	56 206	57 383	58 558	59 734	60 906	62 079	63 250	64 422	65 594
													•			
L-2	Gross	54,382	55,972	57,560	59,149	60,738	62,325	63,914	65,500	67,090	68,681	70,267	71,858			
	Net D	43 655	44 800	45 943	47 087	48 231	49 374	50 518	51 660	52 805	53 950	55 092	56 238			
	Net S	40 947	41 985	43 020	44 057	45 092	46 130	47 184	48 234	49 289	50 341	51 392	52 447			
L-1	Gross	42,664	44,022	45,378	46,737	48,093	49,449	50,908	52,436	53,960	55,488					
	Net D	34 558	35 658	36 756	37 857	38 955	40 054	41 154	42 254	43 351	44 451					
	Net S	32 599	33 612	34 625	35 638	36 650	37 662	38 676	39 676	40 672	41 668					

D = Rate applicable to staff members with a dependent spouse or child.
S = Rate applicable to staff members with no dependent spouse or child.
• The normal qualifying period for in-grade movement between consecutive steps is one year, except at those steps marked with an asterisk for which a two-year period at the preceding step is required.

Pensionable remuneration for purposes of pension benefits and pension contributions

(United States dollars)

Effective 1 September 2005

	STEPS														
Level	*I*	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*	*XIV*	*XV*
L-7	197,012	201,491	205,967	210,440	214,917	219,392									
L-6	179,070	182,743	186,414	190,079	193,751	197,606	201,541	205,475	209,403						
L-5	149,007	152,130	155,252	158,378	161,500	164,622	167,744	170,871	173,991	177,114	180,238	183,368	186,716		
L-4	121,630	124,641	127,644	130,650	133,662	136,665	139,672	142,682	145,687	148,691	151,696	154,713	157,715	160,722	163,731
L-3	99,966	102,520	105,071	107,618	110,173	112,724	115,274	117,830	120,501	123,292	126,080	128,868	131,659	134,447	137,238
L-2	82,012	84,299	86,577	88,860	91,142	93,424	95,706	97,984	100,270	102,552	104,832	107,116			
L-1	63,862	66,061	68,252	70,444	72,638	74,829	77,026	79,216	81,410	83,603					

Appendix II

STAFF RULES 111.1 AND 111.2

Rule 111.1

Establishment

(a) Joint Appeals Boards shall be established in New York, Geneva, Vienna and Nairobi and at such other duty stations as may be designated by the Secretary-General to consider and advise the Secretary-General regarding appeals filed under the terms of staff regulation 11.1.

(b) Each Joint Appeals Board shall be composed of:

(i) Chairpersons appointed by the Secretary-General after selection by the joint staff-management machinery in respect of the staff representative body or bodies at the duty station at which the Board is established;

(ii) Members appointed by the Secretary-General;

(iii) An equal number of members elected by ballot of the staff under the jurisdiction of the Board.

The number of chairpersons and members of each Board shall be determined by the Secretary-General upon recommendation of the joint staff-management machinery in respect of the staff representative body or bodies at the duty station at which the Board is established.

(c) The chairpersons and members of the Joint Appeals Board shall be appointed or elected for two years, shall be eligible for reappointment or re-election and shall remain in office until their successors are appointed or elected.

(d) A chairperson may be removed from a Joint Appeals Board by the Secretary-General upon recommendation of the joint staff-management machinery in respect of the staff representative body or bodies of the duty station at which the Board is established. The members appointed by the Secretary-General may be removed by him or her. The members elected by the staff may be recalled by a majority vote of the staff under the jurisdiction of the Board concerned, taken at the initiative of any staff representative body at the duty station at which that Board is established.

(e) Each Joint Appeals Board shall establish its own rules of procedure, which shall specify how its presiding officer and, where necessary, any alternate presiding officers shall be selected from among the chairpersons.

(f) Each Joint Appeals Board may, by a majority vote of all its chairpersons and members, recommend to the Secretary-General changes in the present chapter of the Staff Rules.

(g) The secretariat of each Joint Appeals Board shall consist of a secretary and such other staff as may be required for its proper functioning.

Rule 111.2

Appeals

(a) A staff member wishing to appeal an administrative decision pursuant to staff regulation 11.1 shall, as a first step, address a letter to the Secretary-General requesting that the administrative decision be reviewed; such letter must be sent within two months from the date the staff member received notification of the decision in writing. The staff member shall submit a copy of the letter to the executive head of his or her department, office, fund or programme.

(i) If the Secretary-General replies to the staff member's letter, he or she may appeal against the answer within one month of the receipt of such reply;

(ii) If the Secretary-General does not reply to the letter within one month in respect of a staff member stationed in New York, or within two months in respect of a staff member stationed elsewhere, the staff member may appeal against the original administrative decision within one month of the expiration of the time limit specified in this subparagraph for the Secretary-General's reply.

(b) At any time after a request for review has been submitted but before a panel of the Joint Appeals Board has been constituted to hear an appeal, conciliation may be sought on the issues involved at the initiative of the Secretary-General, the staff member or the presiding officer of the Joint Appeals Board. The presiding officer shall refer the matter for that purpose to a chairperson or member of the Joint Appeals Board. This procedure is without prejudice to the right of the staff member to pursue an appeal under the provisions of this rule if the issues cannot be resolved through conciliation.

(c) Neither a request for administrative review under paragraph (a) above nor the filing of an appeal under paragraph (d) below shall have the effect of suspending action on the contested decision:

(i) However, the staff member concerned may request a suspension of action on such decision by writing to the Secretary of the appropriate Joint Appeals Board under paragraph (d) below. The request shall set forth the relevant facts and indicate how implementation would directly and irreparably injure the staff member's rights;

(ii) Upon receipt of such a request, a panel of the Board shall be promptly constituted and shall act expeditiously. If the panel, after considering the views of both parties, determines that the decision has not been implemented and that its implementation would result in irreparable injury to the appellant, it may recommend to the Secretary-General the suspension of action on that decision:

a. Until the time limits specified in subparagraphs (a) (i) or (ii) have passed without an appeal having been filed; or

b. If an appeal is filed, until a decision on the appeal is taken;

(iii) The Secretary-General's decision on such a recommendation is not subject to appeal.

(d) An appeal pursuant to paragraph (a) or a request for suspension of action pursuant to paragraph (c) above shall be filed with the Secretary of the appropriate Joint Appeals Board, to be determined as follows:

(i) With respect to staff members serving at a duty station at which a Board has been established or who are administered by organizational units located at such duty station, it shall be the Board;

(ii) With respect to former staff members who last served at a duty station at which a Board has been established or who were administered by organizational units located at such a duty station, it shall be that Board;

(iii) With respect to all other staff members and all other former staff members, it shall be the Board established in New York, provided that the Secretary-General may decide, at the request of the staff member, to refer the appeal to another one of the Boards or to establish an appropriate ad hoc body. Such staff members or former staff members may meet the time limits specified in subparagraphs (a) (i) or (ii) by delivering the requisite submissions within such limits to any office of the United Nations for transmission to the appropriate Board.

Appendix III

EDUCATION GRANT ENTITLEMENTS APPLICABLE IN CASES WHERE EDUCATIONAL EXPENSES ARE INCURRED IN SPECIFIED CURRENCIES AND COUNTRIES

(Effective as from the school year in progress on 1 January 2005)

Country currency area	*(1)* *Maximum admissible educational expenses and maximum grant for disabled children*	*(2)* *Maximum education grant*	*(3)* *Flat rate when boarding not provided*	*(4)* *Additional flat rate for boarding (for staff serving at designated duty stations)*	*(5)* *Maximum grant for staff members serving at designated duty stations*	*(6)* *Maximum admissible educational expenses for attendance (only when flat rate for boarding is paid)*
Part A						
Euro						
Austria	15 198	11 399	3 392	5 087	16 486	10 676
Belgium	14 446	10 835	3 147	4 720	15 555	10 251
Finland	9 082	6 812	2 382	3 572	10 384	5 907
France	10 263	7 697	2 716	4 074	11 771	6 641
Germany	18 993	14 245	3 794	5 690	19 935	13 935
Ireland	10 997	8 248	2 755	4 132	12 380	7 324
Italy	15 316	11 487	2 818	4 227	15 714	11 559
Luxembourg	14 446	10 835	3 147	4 720	15 555	10 251
Monaco	10 263	7 697	2 716	4 074	11 771	6 641
Netherlands	15 440	11 580	3 594	5 392	16 972	10 648
Spain	13 762	10 322	2 733	4 099	14 421	10 119
Danish krone	89 010	66 758	23 601	35 401	102 159	57 543
Japanese yen	2 324 131	1 743 098	525 930	788 895	2 531 993	1 622 891
Norwegian krone	71 632	53 724	18 338	27 507	81 231	47 181
Pound sterling	18 285	13 714	3 181	4 772	18 486	14 044
Swedish krona	100 733	75 550	22 569	33 853	109 403	70 641
Swiss franc	26 868	20 151	5 182	7 773	27 924	19 959
Part B						
United States dollar (outside the United States of America)	17 189	12 892	3 490	5 235	18 127	12 536
Part C						
United States dollar (in the United States)*	28 832	21 624	4 742	7 113	28 737	22 509

*Also applies, as a special measure, for China, Indonesia, Romania and the Russian Federation.

Where educational expenses are incurred in any of the currencies set out in the table above, the applicable amounts are set out in columns (1) to (6) against those currencies. Where educational expenses are incurred in the United States of America, the applicable amounts are set out in columns (1) to (6) against part C above. Where educational expenses are not incurred in any of the currencies set out in part A above or in the United States, the applicable amounts are set out in columns (1) to (6) against part B above.

Attendance at an educational institution outside the duty station

(i) Where the educational institution provides board, the amount shall be 75 per cent of the allowable costs of attendance and the costs of board up to the maximum indicated in column (1), with a maximum grant indicated in column (2) per year.

(ii) Where the educational institution does not provide board, the amount shall be a flat sum as indicated in column (3), plus 75 per cent of the allowable costs of attendance up to a maximum grant as indicated in column (2) per year.

Attendance at an educational institution at the duty station

(iii) The amount shall be 75 per cent of the allowable costs of attendance up to the maximum indicated in column (1), with a maximum grant as indicated in column (2) per year.

(iv) Where such an educational institution is located beyond commuting distance from the area where the staff member is serving and, in the opinion of the Secretary-General, no school in that area would be suitable for the child, the amount of the grant shall be calculated at the same rates as specified in (i) or (ii) above.

Staff serving at designated duty stations with inadequate or no education facilities with attendance at an educational institution at the primary or secondary level outside the duty station

(v) Where the educational institution provides board, the amount shall be:

a. 100 per cent of the costs of board up to the maximum indicated in column (4); and

b. 75 per cent of the allowable costs of attendance and of any part of the costs of board in excess of the amount indicated in column (4), with a maximum reimbursable amount as indicated in column (5).

(vi) Where the educational institution does not provide board, the amount shall be:

a. A flat sum for board as indicated in column (4); and

b. 75 per cent of the allowable costs of attendance, with a maximum reimbursable amount as indicated in column (5).

(vii) Paragraphs (v) and (vi) above are not applicable to special missions.

United Nations ST/SGB/2006/2/Corr.1

Secretariat

3 March 2006

Secretary-General's Bulletin

Amendments to the 200 series of the Staff Rules (ST/SGB/2002/2)

Corrigendum

Rule 206.3

Sick leave

Paragraph (e) *should read*:

Up to seven days of uncertified sick leave in any twelve months of consecutive service may be used as family leave, in order to attend to family-related emergencies, in which case the requirements otherwise applicable for sick leave in excess of three consecutive days shall not apply.

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